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4



OPERATIONAL GUIDELINES

Salt Spring Island Fire Rescue

Operational Guidelines

SALT SPRING ISLAND FIRE RESCUE

Operational Guidelines



Table of Contents

Our Organization	1
Our Mission and Vision.....	1
Administration (1.00-1.99)	2
OG Template OG xx.xx.xx.....	3
Statement of Intent OG 1.00.00.....	4
Organizational Structure OG 1.01.00.....	5
Code of Conduct OG 1.02.00	6
Code of Ethics OG 1.02.05.....	8
Communications OG 1.03.00	10
Respectful Workplace OG 1.04.00	12
Bullying, Harassment & Discrimination OG 1.04.01	13
BLANK 1.07.00	16
Records Retention and Management OG 1.08.00.....	17
Incident & Training Recording OG 1.09.00	18
BLANK 1.11.00	20
Customer Service OG 1.12.00.....	21
Conflict Resolution w/ External Agencies/Customers OG 1.12.01.....	23
Computer Data Entry OG 1.13.00	24
Issuing Burning Permits OG 1.14.00	25
Office Of The Fire Commissioner OG 1.15.00	26
Fire Commissioner (OFC) Report OG 1.15.01	27
Local Assistant to OFC Conflict of Interest OG 1.15.02.....	28
Mutual Aid Wildfire Management OG 1.16.00	29
Purchase Orders - Purchasing OG 1.17.00	30
Firefighting Seniority OG 1.18.00	31
Firefighter Retirement OG 1.18.01	32
Leave of Absense (LOA) OG 1.18.02	33
Members on Medical Restrictions OG 1.18.03	35
Maternity-Parental Leave OG 1.18.04	36
BLANK OG 1.18.06	37
Mentorship Program (Big Brothers-Sisters) OG 1.19.00.....	38
Payment Structure OG 1.20.00	39
Paid-on-Call Compensation for Lost Wages OG 1.20.01	41
Travel Expense Rates (Per Diem) OG 1.20.02.....	42
Personal Information of Employees OG 1.21.00	43
Hiring Process for Paid-on-Call Members OG 1.22.00	44
Police Information Checks OG 1.23.00.....	45

Use of Alcohol and Drugs OG 1.24.00.....	46
Paid-on-Call Disciplinary Process OG 1.25.00	48
Paid-on-Call Grievance Procedures OG 1.25.01	50
Fill in Firefighter Programme OG 1.26.00	51
Paid-on-Call Officer Promotion Process OG 1.27.00.....	52
Department Uniform Standards OG 1.28.00.....	53
Firefighter Awards and Recognition OG 1.29.00	55
Support Vehicle Usage OG 1.30.00	57
Firehall Security OG 1.31.00	58
Use of Fire Dept Equipment & Facilities OG 1.31.01.....	59
Fire Training Ground Usage OG 1.31.02.....	60
Solicitation & Fundraising OG 1.32.00.....	62
Flag Protocols OG 1.33.00	63
Social Media OG 1.34.00.....	64
Use of Information Technology Resources OG 1.35.00.....	66
Cyber Security – Data Breach OG 1.35.01	69
Clean Desk Policy OG 1.36.00	71
Mail / Freight Receiving OG 1.36.05.....	72
Information Disclosure to Police OG 1.37.00.....	73
Fire Apparatus Design and Construction OG 1.38.00	75
Common Terms OG 1.90.00	76
Operations (2.00-2.99)	79
Personnel Risk (Rules of Engagment) OG 2.01.00	80
Chief Officer Notifications OG 2.01.05.....	82
Decision Making Model (Fire Chief Unavailable) OG 2.01.06.....	83
Incident Command OG 2.02.00	84
BLANK OG 2.02.01	87
BLANK OG 2.02.02	88
Accountability OG 2.03.00	89
Working in Isolation or Alone OG 2.04.00.....	90
10 Minute Timer OG 2.05.00	91
Situational Awareness OG 2.06.00.....	92
Scene Location and Designation OG 2.07.00.....	93
Vent, Enter, Isolate, Search (VEIS) OG 2.09.00.....	95
Request for EOC Activation OG 2.10.00	96
Search and Rescue (GSAR-RMSAR Request) OG 2.10.01	97
Fire Scene Release OG 2.11.00.....	98
Duty Officer Duties and Responsibilities OG 2.13.00	99
Duty Crew Responsibilities OG 2.13.01.....	101
Apparatus Seat / Crew Assignment OG 2.13.02	102
BLANK OG 2.13.03	104

Response Protocol OG 2.14.00	105
Fire Pager Response OG 2.14.01	110
I Am Responding (IAR) OG 2.14.02	112
Mutual Aid Response OG 2.14.05	113
Out of District Response OG 2.14.06	115
Apparatus Designations OG 2.15.00	117
Staging OG 2.16.00	118
Arriving in Personal Vehicle OG 2.17.00	121
Probationary Firefighter Response OG 2.17.01	123
BLANK OG 2.18.00	125
Drivers License Restrictions OG 2.18.01	126
Off Road Travel – Emergency Situations OG 2.18.02	127
Safe Emergency Operation of Vehicles OG 2.18.03	128
Backing of Apparatus OG 2.19.00	133
Apparatus Response During Snow Events OG 2.20.00	137
Fire Apparatus Parades and Events OG 2.20.01	138
Airbrake Pre-Post Trip Inspections OG 2.21.00	139
Trailer Operations OG 2.22.00	141
Personnel Rank and Classification OG 2.23.00	142
Personal Protective Equipment OG 2.24.00	143
Personal Flotation Devices (PFD) OG 2.25.00	146
Personal Alert Safety Systems (PASS) OG 2.26.00	147
Fire Pager / Radio Usage OG 2.27.00	148
Dispatch Procedures OG 2.28.00	150
Radio Operations OG 2.29.00	151
Communication Outages OG 2.30.00	152
Critical Benchmarks OG 2.31.00	153
On-Board Vehicle Repeater System OG 2.32.00	155
Self Contained Breathing Apparatus OG 2.33.00	157
Air Management (SCBA) OG 2.33.01	158
Emergency Abandonment OG 2.34.00	161
Blank OG 2.34.01	163
MAYDAY Procedures OG 2.35.00	164
Firefighter Rehab – Operational Recovery OG 2.37.00	167
BCAS Attendance at Emergency Incidents OG 2.37.01	170
Provision of Nourishment at Emergency Incidents OG 2.38.00	171
IDLH and Structural Entry Requirements OG 2.39.00	172
Structural Firefighting Initial Attack Strategies OG 2.40.00	174
Response to Single Family Residences OG 2.41.00	178
Suppression Incidents Using CAFS Foam OG 2.42.00	182
Water Supplies OG 2.43.00	183

Overhaul Operations OG 2.44.00	184
Automatic Alarm Response OG 2.45.00	186
Fire Alarm Reset OG 2.45.01	187
BLANK OG 2.46.00	188
Response to Structures with Automatic Sprinklers OG 2.46.01...	189
Elevator Rescue OG 2.47.00	193
Large Multi-Unit Dwelling Fire Operations OG 2.48.00	195
Residential Bridge Access OG 2.49.00	196
Bush Party Bonfires OG 2.50.00	197
Winch Use OG 2.51.00	198
Active Shooter OG 2.52.00	199
Liability Release Form OG 2.53.00	200
On-Deck (Forward Staging) OG 2.54.00	201
Chimney Fire Response OG 2.55.00	203
Safe Roof Operations OG 2.56.00	205
Chainsaw Operations OG 2.56.10	207
Ground Ladder Operations OG 2.57.00	208
Fall Protection OG 2.58.00	209
Wildfire Supression Incidents OG 2.59.00	210
Wildfire Danger Trees OG 2.59.01	213
Water Vessel Fire Incidents OG 2.60.00	215
Marina – Wharf Dry Hydrant Systems OG 2.60.01	217
Vehicle Fire Incidents OG 2.61.00	218
Electrical Emergencies Involving Downed Lines OG 2.62.00	219
Electrical Vaults OG 2.62.01	222
Hydro Transmission Station Firefighting OG 2.62.02	224
Fires in Right of Ways (Rows) OG 2.63.00	225
Fire Supression – Clandestine Drug Facilities OG 2.64.00	227
BLANK OG 2.64.01	230
Large Scale Disaster OG 2.65.00	231
Forcible Entry (Non-Fire) OG 2.66.00	233
Hazardous Materials Response OG 2.67.00	234
Request For Assistance (CRD HAZMAT Team) OG 2.67.01	239
Hazardous Substances - Asbestos OG 2.67.02	240
Gas Detector Use OG 2.67.03	246
Carbon Monoxide Incidents OG 2.67.04	248
Biological Chemical Threat Response (CBRN) OG 2.68.00	250
Bomb Threat Response OG 2.68.01	251
RCMP Response to Illegal Activities OG 2.69.00	253
Dealing with Contaminated PPE OG 2.70.00	254
Post Fire Decontamination OG 2.70.01	256

Rapid Intervention Teams (RIT) OG 2.71.00	260
Incident Safety Officer OG 2.72.00	262
Emergencies in Food Facilities OG 2.73.00	264
Incident Scene Preservation OG 2.74.00	265
Fire Scene Security OG 2.75.00	266
Blank OG 2.76.00	268
Media Relations OG 2.76.01	269
Media Ride Along Programs OG 2.76.02	270
Helmet Camera Use OG 2.77.00	271
Lockout Procedures OG 2.78.00	272
Fire Hydrant Use OG 2.79.00	273
BLANK OG 2.79.01	274
Water Shuttle Operations OG 2.80.00	275
First Responder Roles and Responsibilities OG 2.81.00	276
First Responder Forms OG 2.81.01	279
Automated External Defibrillator (AED) Use OG 2.81.02	280
AED Download Procedures OG 2.81.03	281
Administering Naloxone OG 2.81.04	282
Bio Hazard Procedures OG 2.81.05	284
Response to Pandemics OG 2.81.06	285
No CPR (DNR) Orders OG 2.81.06	286
Helicopter Landing Zones OG 2.82.00	287
Technical Rope Rescue OG 2.83.00	288
Motor Vehicle Extrication OG 2.84.00	291
Alternate Fuel Vehicle Incidents OG 2.84.01	293
Tow Truck Operations OG 2.84.02	297
Flag Person (Traffic) Operations OG 2.85.00	298
Local Highways Contractor Assistance OG 2.85.01	299
Inland Water/Ice Rescue Incidents OG 2.86.00	300
Confined Space Rescue OG 2.87.00	303
Building Collapse Response OG 2.88.00	307
Response for 'Wait For Police' Incidents OG 2.89.00	308
Request for RCMP Assistance OG 2.89.01	310
Incident Violence OG 2.89.02	311
Emergency Support Services OG 2.90.00	313
Pyrotechnics Display OG 2.91.00	314
Post Incident Reviews OG 2.92.00	315
Aircraft Fires and Crashes OG 2.93.00	317
Health and Safety (3.00-3.99)	319
Occupational Health-Safety OG 3.00.00	320
Occupational Health and Safety Committee OG 3.00.01	322





BLANK OG 3.00.02	324
Health and Wellness Program OG 3.01.00.....	325
Firefighter Physical Fitness OG 3.01.05	326
Smoking OG 3.02.00	327
Worksite Safety OG 3.03.00	328
Supervision of Workers OG 3.04.00	331
Near Miss Reporting OG 3.05.00	332
Accident & Injury Investigation & Reporting OG 3.05.01	334
Exposure Documentation OG 3.05.02.....	336
Use of Fire Dept Decontamination Saunas OG 3.06.00	338
Hearing Tests OG 3.07.00.....	340
First Aid Services OG 3.08.00	341
Monitoring Workplace Exposures OG 3.09.00.....	342
Dealing with Workplace Exposure to Asbestos OG 3.09.01	344
Workplace Hazardous Materials (WHIMIS) OG 3.10.00.....	346
Safety Inspections OG 3.11.00.....	347
New Equipment or Procedures OG 3.12.00	348
Health and Safety at Fire Investigations OG 3.13.00.....	349
Critical Incident Stress Management (CISM) OG 3.15.00	350
Peer Support Team OG 3.15.05	352
Employee Assistance Plan OG 3.16.00.....	353
Clinical Counsellors OG 3.16.01.....	354
Safe Lifting OG 3.17.00	356
Apparatus Exhaust Extraction System OG 3.18.00	360
Distracted Driving OG 3.19.00.....	362
Hepatitis B Testing OG 3.20.00	363
Personal Appearance and Hygiene OG 3.21.00.....	364
Fit Testing OG 3.22.01	366
Fit for Duty OG 3.23.00.....	367
Return To Work 3.23.03	369
Light Duties 3.23.05.....	371
Bully and Harassment Investigation Process OG 3.30.00	375
Training (4.00-4.99).....	376
Firefighter Training Standards OG 4.01.00.....	377
Fire Officer Training OG 4.02.00	378
Recruit Training Requirements OG 4.03.00.....	379
Training Hour Requirements OG 4.04.00	380
Emergency Vehicle Operator Standards OG 4.05.00.....	382
Duty Officer Qualifications OG 4.06.00.....	384
Continuing Education (Advanced) OG 4.07.00.....	385
BLANK 4.08.00	386

Live Fire Acquired Structures OG 4.09.00	387
Technical Rope Rescue Team Training OG 4.10.00	389
Inland Water / Ice Rescue Trainig OG 4.11.00	390
Course Postings OG 4.20.00	391
Fire and Life Safety / Prevention (5.00-5.99)	392
Frequency of Fire Inspections OG 5.01.00	393
Pre-Incident Planning OG 5.02.00	394
Fire Investigations OG 5.03.00	395
Residential Driveway Inspections OG 5.04.00	396
Category 3 Land Clearing Inspections OG 5.05.00	397
Fire Hall Tours/Supervision of Visitors OG 5.06.00	398
Public Education Presentations OG 5.07.00	399
Maintenance (6.00-6.99)	400
Apparatus Out Of Service Criteria OG 6.01.00	401
Maintenance Records OG 6.02.00	402
Equipment Maintenance Checks OG 6.03.00	403
Ground Ladder Testing and Maintenance OG 6.04.00	404
Pump and Tank Preventative Maintenance OG 6.05.00	405
Vehicle Maintenance OG 6.06.00	406
Self-Contained Breathing Apparatus Maintenance OG 6.07.00 ..	407
Gas Detector Maintenance OG 6.08.00	408
Fire Hose Testing OG 6.09.00	409
Extrication Equipment Maintenance OG 6.10.00	410
Technical Rescue Equipment Maintenance OG 6.11.00	412
Fire Hydrant Maintenance OG 6.12.00	414
AED Maintenance Checks OG 6.13.00	415
Care & Maintenance of PPE OG 6.13.00	416
TEST PAGE ONLY	446
TEST LINK FOR HYPER LINK	446
Behaviour Principles	447
Standards of Care	448
Occupational Health and Safety Program	449
Respiratory Protection Program	450



Our Organization

The Big 4

-  Do your job
-  Treat people right
-  Give all out effort
-  Have an all in attitude

Our Mission and Vision

Our Vision

A responsive and sustainable fire-rescue service, effectively meeting community needs and valued by those we serve.

Our Mission

Always learning, engaging and adapting to be response ready.

Administration (1.00-1.99)

OG Template OG xx.xx.xx

Section Name



Effective Date: 2020-02-11

Last Revised: 2020-02-11

Approved: Fire Chief Arjuna George

Purpose: To make our organization better.

Scope: All Fire Rescue Personnel

Policy: Compelling and reasonable cause for deviation.

“These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.”

Procedure: xxx

Reference:

- List references that pertain to this OG

Related Guidelines:

Add all related guidelines and hyper link them to the appropriate pages.

Statement of Intent OG 1.00.00

Administration



Effective Date: February 18, 2011

Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: This document is intended to establish policies and procedures by which information is transferred to all levels of the Salt Spring Island Fire Rescue Service.

Scope: All Fire Rescue Personnel

Policy: It is the responsibility of each member of the SSIFR to be familiar and understand the department's operational guidelines and the process of development.

Procedure:

These "Operating Guidelines" will be considered as part of every firefighters training manual. Every firefighter is expected to read learn and understand what is required of him/her in their performance of their duties. Each member is expected to keep abreast of the operational guidelines by using information provided in this document, along with training manuals and department programs. Guidelines will be reviewed on an ongoing basis in order to amend and improve them as required. Copies will be available for review by the organization.

NOTE: the intention of any guideline is applying consistency in the manner by which information is transferred from front line personnel to the management and vice versa.

These operating guidelines serve as a guide for officers to follow when issuing assignments. Guidelines must be in the best interest of firefighter safety and be attainable during operations

Reference:

- All SSIFR Operational Guidelines and programs.

Related Guidelines:

Organizational Structure OG 1.01.00

Administration



Effective Date: Feb 17, 2010

Last Revised: August 10, 2010

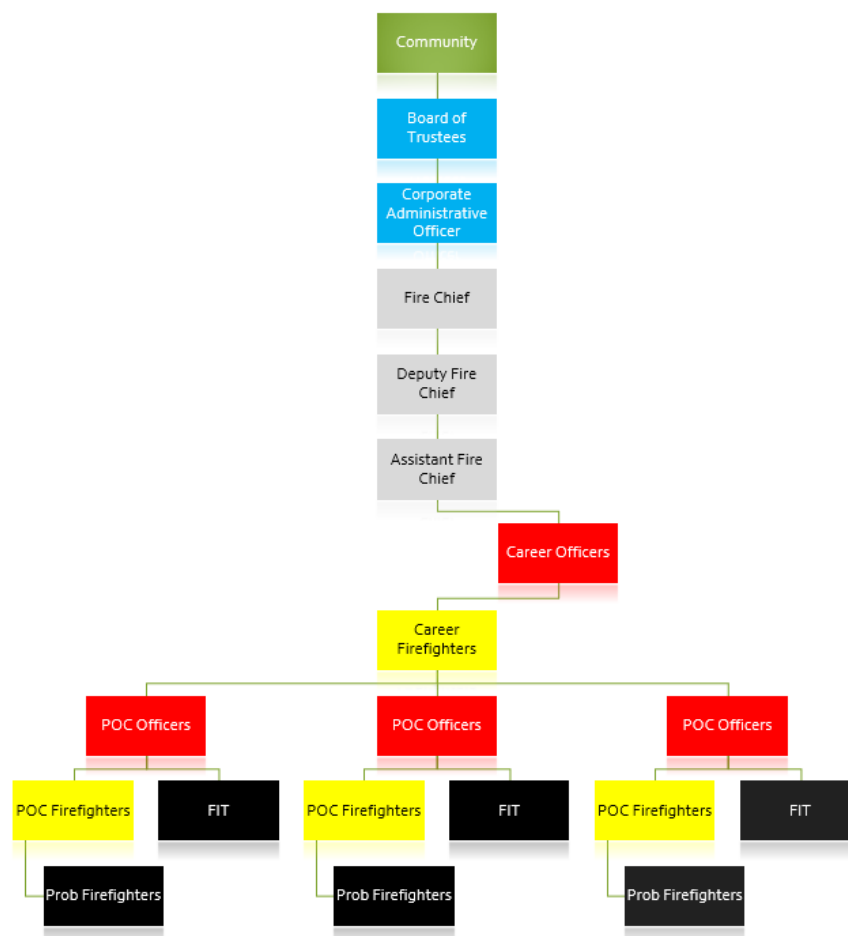
Approved: Fire Chief Arjuna George

Purpose: To ensure all members of the SSIFR are aware and understand the organizational chart. The organization chart describes the Chain of Command and the Unity of Command within the organization

Scope: All Fire Rescue Personnel

Policy: All members shall be familiar with the SSIFR Organization chart for all non-emergency activities. During an emergency the Incident Command system shall be established and followed.

Procedure:



Reference:

Related Guidelines:

Code of Conduct OG 1.02.00

Administration



Effective Date: April 5, 2018 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish criteria for a high level of standards of conduct and respectful workplace behaviors. The responsibility to conduct oneself in a manner that reflects proper ethical behavior and integrity lays with each member of Salt Spring Island Fire Rescue. The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and citizens we serve. To ensure the continuity of the Fire Service, the highest standards of ethical conduct must be maintained at all times. It is with this code that we will continue to foster a positive public perception of the fire service and of Salt Spring Island Fire Rescue.

Scope: All Fire Rescue Personnel

Policy: It shall be the policy that all employees exhibit the highest standards of conduct and that this guideline provides clarity to what we expect of our members. Ethics comes from the Greek word, Ethos, meaning character.

Members conduct must instill confidence and trust and not bring the Fire Department into disrepute. This Operational Guidelines reflects District Policy AE-2403-01 Code of Conduct.

Procedure:

Key Principles

- Integrity. Employees are keepers of the public trust and must uphold the highest standards of ethical behavior.
- Accountability. Employees are obligated to answer for a responsibility that has been entrusted to them.
- Responsibility. Employees must act responsibly, within the law and within the authorities of the Department.
- Leadership. Employees must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behavior.
- Respect. Employees must perform their jobs and functions efficiently and with decorum. Employees must treat each other and all members of the public with whom they meet during the course of employment with courtesy and respect.
- Openness. Employees have a duty to be open as possible about their decision and actions.

General conduct

- Loyalty. Employees must act honestly and in good faith.
- Confidentiality. Confidential information in any form that the employee receives through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive that information.
- Public comments. Employees may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation unless authorized to do so.

- Service to the public. Employees must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective.
- Workplace behavior. Employees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Humans Rights Code.
- Conflict of interest. Employees must always arrange and conduct their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest from arising.
- Allegations of wrongdoing. Employees have a duty to report any situation relevant to the Department that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment.
- Legal proceedings. Employees must not sign affidavits relating to facts that have come to their knowledge in course of their duties for use in court proceedings unless authorized by the Fire Chief.
- Working relationships. Employees involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship to one another.

Responsibilities

- Provide leadership and direction on the expectations of standards of conduct for the District.
- Promote a healthy, safe work environment that is free of discrimination; and
- Deal with breaches of this policy in a timely manner and to take appropriate action based upon facts and circumstances.

Employees

- Objectively and loyally fulfill their assigned duties and responsibilities.
- Disclose and resolve conflicts in interest or potential conflict of interest situations in which they find themselves.
- Maintain appropriate workplace behavior.
- Avoid engaging in discriminatory conduct or comment.

The requirements to comply with these standards of conduct is a condition of employment. Employees who fail to comply with these standards may be subject to disciplinary action up to and including dismissal.

Reference:

- Salt Spring Island Fire Protection District Policy AE-2403-01 Code of Conduct

Code of Ethics OG 1.02.05

Administration



Effective Date: Sept 23, 2019

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: The responsibility to conduct oneself in a manner that reflects proper ethical behavior and integrity lays with each member of the Salt Spring Island Fire Rescue department. The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and citizens we serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must always be maintained. It is with this code that we will continue to foster a positive public perception of the fire service and of SSIFR.

Scope: All Fire Rescue Personnel

Policy: The Salt Spring Island Fire Rescue Code of Ethics guideline provides clarity to what we expect of our members. Ethics comes from the Greek word Ethos, meaning character.

Procedure:

- Always conduct yourself, on and off duty in a manner that reflects positively on yourself, the department, and the fire service in general
- Accept responsibility for your actions and for the consequences for your actions.
- Support the concept of fairness and the value of all diverse thoughts and opinions
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest always.
- Conduct your personal affairs in a manner that does not improperly influence the performance of your duties or bring discredit to the organization
- Be respectful and conscious of each member's safety and welfare
- Recognize that you service in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment.
- Exercise professionalism, competence, respect and loyalty in the performance of your duties and use information, confidential or otherwise, gained by virtue of your position, only to benefit those you are entrusted to serve.
- Avoid outside business or interests that conflict with the position you hold at Salt Spring Island Fire Rescue.
- Never accept personal rewards, special privileges, benefits, or gifts that ay create a conflict of interest or the appearance thereof.
- Never engage in activities involving alcohol or other substance use that can impair your mental state or the performance of your duties and compromise safety.
- Be inclusive and recognize our diverse membership for their strengths.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.

- Reasonable use of social media networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass our organization, the fire service, and the public.

Reference:

- SSIFR Operational Guidelines
- Salt Spring Island Fire Protection District Policy AE-2403-01 Code of Conduct

Related Guidelines:

[Code of Conduct](#)

[Respectful Workplace](#)

Communications OG 1.03.00

Administration



Effective Date: April 7, 2018

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish procedures for effective and consistent communications both internally and externally. Continuous communications is a critical component to a safe and effective organization.

Scope: All Fire Rescue Personnel

Policy: This operational guideline provides procedures for enhancing internal and external communications of operational staff, administrative staff, and Trustees.

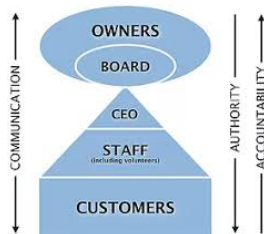
Procedure:

Internal Communications

- Salt Spring Island Fire Rescue fosters and encourages positive and proactive communications within the organization.
- Communications may include written, electronic, meetings, reports, and face to face verbal.
- All communications shall be conducted in a respectful, positive and professional manner.
- Standards for conduct apply to all communications.

Formula for Effective Communications

- The Board of Trustees report and are accountable to the public. They are the direct conduit to communications to the public regarding policy and department strategic planning.
- The Board of Trustees (Chair) communicates with the Corporate Administrator.
- The Corporate Administrator communicates and provides direction to the Fire Chief.
- The Fire Chief continually communicates with the entire department.
- The firefighters effectively communicate with the public. This is the conduit we have and the opportunity to educate and build a trusting relationship.



External Communications

- The Fire Chief is the authorized spokesperson on behalf of the District regarding operations.
- The Corporate Administrator is the authorized spokesperson on behalf of the District regarding matters affecting the administration of the District.
- The board of trustee's chair is the designated spokesperson on behalf of the District.
- Staff are authorized to speak regarding adopted policy and technical matters,,,,, or matters related to their work.
- Staff are authorized to advertise operation and business information in print media or web-based media.
- Staff are encouraged to use news released to communicate recent activities, decisions, projects, website content and services. Staff are to submit a draft news release to the Fire Chief prior to posting.

Reference:

- Salt Spring Island Fire Protection District Policy AG-1501-01 Communications Policy
- Salt Spring Island Fire Protection District Policy Code of Conduct

Related Guidelines:

Respectful Workplace OG 1.04.00

Administration

Effective Date: September 23, 2019

Last Revised:

Approved: Fire Chief Arjuna George



Purpose: x

Scope: All Fire Rescue Personnel

Policy: x

Procedure:

Under-Development

Reference:

- WorksafeBC
- Respectful Workplace Policy

Related Guidelines:

- [Code of Conduct](#)
- [Code of Ethics](#)
- [Organizational Structure](#)
- [Paid-On-Call Disciplinary Process](#)

Bullying, Harassment & Discrimination OG 1.04.01

Administration



Effective Date: September 23, 2019

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: It is important that the Salt Spring Island Fire Rescue maintain a work environment that respects the dignity of all of its members, is conducive to good job performance and is free from all types of discrimination and workplace harassment, including sexual harassment and harassment because of race, color, religion, national origin, age, ancestry, disability, sexual orientation, citizenship status, marital status, or other characteristic protected by law. Alleged incidents of workplace harassment will be promptly and thoroughly investigated, and management will take appropriate action that is reasonably calculated to end any harassment. Any member who engages in workplace harassment will be subject to appropriate disciplinary action, up to and including termination.

Scope: All Fire Rescue Personnel

Policy: This workplace harassment policy applies to all employees, contractors, public visitors, customers and anyone else whom employees encounter at work.

Procedure:

Workplace harassment is defined broadly to include any verbal or physical conduct that:

- Is not welcomed by or is offensive to the recipient; and
- Has the purpose or effect of creating an unreasonably intimidating, hostile, or offensive work environment
- Has the purpose or the effect of unreasonably interfering with the recipient's work performance

Workplace harassment includes, but is not limited to, any form of harassment or intimidation based upon a personal or group characteristic. Examples of prohibited workplace harassment may include, but are not limited to, the following:

- Name calling, slurs or derogatory remarks Intimidating, or hostile acts focused on a personal or group characteristic
- Verbal abuse or ridicule based on some personal or group characteristic
- Physical assault or intimidation
- Jokes or pranks based upon a personal or group characteristic
- Placing on walls, bulletin boards, Intranet/Internet or elsewhere or circulating, in the workplace, via e-mail or other communications vehicles, material that denigrates or shows hostility or aversion towards a person or a group because of a personal or group characteristic
- Sexual harassment is a form of workplace harassment prohibited by this policy. In general, sexual harassment is harassment because of one's gender. Prohibited sexual harassment can include the gender motivated conduct of one individual towards another of either the opposite or the same sex. In general, sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or taken because of the recipient's sex, when:
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an unreasonably intimidating, hostile or offensive work environment.

- Submission to such conduct is made either explicitly or implicitly a term and condition of the individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
- Retaliation is a serious violation of this policy and will not be tolerated. Individuals who report harassment or who are involved in a harassment investigation, and who believe they have been subject to reprisal or retaliation should report it immediately to their supervisor.
- It is the responsibility of every officer and supervisor to promptly address any and all violations of this policy that they observe or otherwise know about, regardless of the existence of an official complaint. It is the responsibility of every officer and supervisor who receives a complaint about an alleged violation of this policy to ensure that:
 - a) a prompt and thorough investigation is conducted,
 - b) to take prompt remedial action, if warranted, that is reasonably calculated to end the harassment, and,
 - c) to ensure that the member who files a complaint is protected from acts of retaliation from either co-workers, management, or others in their work environment.
- When a report of harassment or retaliation is received, management will promptly investigate. Officers receiving a report of harassment must promptly report the claim to the Fire Chief. The investigation will proceed as promptly, discreetly and confidentially as possible. The identity of the alleged victim and the alleged harasser will be limited to those with a need to know in order to conduct the investigation. Confidentiality will be maintained throughout the investigation to the extent practical and consistent with the need to undertake a complete investigation. All witnesses or others interviewed during an investigation will be instructed that the matter is confidential and that they are not to speak of it with other persons. Breach of confidentiality is a serious violation of this policy and is subject to remedial action.
- All members are expected to cooperate fully in harassment or retaliation investigations. Refusal to cooperate or the providing of false, misleading or incomplete information during an investigation may result in disciplinary action up to and including termination.
- Remedial action may include, but is not limited to, oral or written counseling and/or warning; referral to formal counseling; disciplinary suspension or probation; or termination.
- False reports of harassment, particularly sexual harassment, can have serious impact on innocent people. It is expected that all members will act responsibly and will not knowingly make false harassment charges. If the investigation concludes that the charges of harassment were deliberately false and/or made in bad faith, then the person making the false accusation will be subject to disciplinary action up to and including termination.

Retaliation

Salt Spring Island Fire Rescue prohibits and does not tolerate retaliation against any organization member because of that member making a good faith report of workplace wrongdoing, making a claim against the organization, or participating in any related investigation. Any member who engages in such prohibited retaliation is subject to disciplinary action, up to and including termination. Regardless of title or position, no person has the authority (expressed, actual, apparent or implied) to retaliate against any member.

Reference:

- WorkSafeBC

Related Guidelines:

- [Bully and Harassment Investigation Process](#)
- [Code of Conduct](#)
- [Code of Ethics](#)
- [Organizational Structure](#)
- [Paid-On-Call Disciplinary Process](#)
- [Respectful Workplace](#)

BLANK 1.07.00

Administration

Effective Date: 202

Last Revised:

Approved: Fire Chief Arjuna George



Purpose: XXX

Scope: All Fire Rescue Personnel

Policy: XXX

Procedure:

XXX

Reference:

Related Guidelines:

Records Retention and Management OG 1.08.00 Administration



Effective Date: February 18, 2015

Last Revised: September 2, 2015

Approved: Fire Chief Arjuna George

Purpose: To establish a procedure for securing, retaining, and accessing fire department records.

Scope: All Fire Rescue Personnel

Policy: All records kept for Fire Department business are to be retained in a secure location at the fire hall, unless otherwise indicated by Policy.

Procedure:

- The Freedom of Information and Protection of Privacy Act requires public bodies to disclose existing records and sets out the rights for accessing the information. All fire department records on which information is recorded are considered a corporate responsibility and are covered by the Act.
- The Freedom of Information and Protection of Privacy requests will be forwarded to the Salt Spring Island Fire Protection District Freedom of Information (FOI) Officer.
- All records and forms will be completed and maintained in accordance to WorkSafeBC requirements and regulations. Injuries and occupational diseases shall be reported to WorkSafeBC as required and in accordance with the Occupational Health and Safety Program.

Reference:

- The Freedom of Information and Protection of Privacy Act
- Workers Compensation Act
- Occupational Health and Safety Regulation
- BC Motor Vehicle Act
- SSIFR Occupational Health and Safety Program

Related Guidelines:

Related Guidelines:

Incident & Training Recording OG 1.09.00

Administration

Effective Date: February 18, 2010 Last Revised: February 01 2020

Approved: Fire Chief Arjuna George



Purpose: To provide a consistent format for recording of information on incidents response forms

Scope: All Fire Rescue Personnel

Policy: The Incident Commander is responsible to ensure that all incident records are filled out in their entirety, along with photographs, forms, radio logs, and other reports. All members and vehicles which standby and / or respond to an incident shall be properly recorded.

Procedure:

INCIDENT RESPONSE:

- To be completed by the Incident Commander in communications with the Duty Officer.
- Forms are to be completed as part of the call. Complete incident data is required, including comments on incident, members attending, water usage, agencies, apparatus, hours if different and duties (i.e. Driver, Incident Command, Firefighter)
- All Paged Incidents require an incident form to be completed.
- All Duty Officer / Radio / Phone incidents that generate a dispatch call number must be entered into Fire Manager as a documented incident.
- Incident Documentation includes: First Responder Forms, Liability Forms, Fire Incident Report. All attached forms shall have the dispatch incident number clearly marked on the top of the paper form. All paper forms are to be filed in the "Incident Folder" in the Hall 1 Office.
- Any changes to an Incident that has already been submitted must use an Incident Addendum Form. This form allows for updated information to be entered after the fact with an alert to management.
- Before submitting any incident report, carefully review the entire document for accurate professional data. Our members pay depends on accurate data. Our Incident reports need a level of professionalism that represents SSIFR well during legal matters.
- Water-log be completed if any source of water used (Lake, Hydrant, tanks)

Online Addendum Records

- All Incident addendum forms can be accessed by all members.
- This form is to be used by members wishing to add their comments about the actual incident or correct information recorded on the original. (i.e. adding a member)

TRAINING:

- To be completed by the Platoon Officer of each Platoon in communications with the Instructor(s). Forms are to be completed as part of the drill. Complete training data is required,

including comments on drill (Chapters, Lesson Plan, members attending, length of drill, water usage and apparatus.

- Do not combine different training subjects onto one training form.
- When all Platoons train together, each Platoon enters their own Training report complete with hours if different via Fire Manager.
- All training forms are to be completed in Fire Manager within 24 hours. Multiple submissions for the same drill will be combined into one official record.
- Before submitting any training report, carefully review the entire document for accurate professional data. Our members pay depends on accurate data. Our Training records provide valuable history on our members training in cases where the department needs to prove competencies. (i.e. Injuries, lawsuits, career development, promotions)
- Water-Log to be completed if any source of water used (Lake, Hydrant, tanks)
- Special Operations Training shall be entered by the lead instructor for the drill.
- On Shift Training shall be entered by the shift Officer in Charge.
- Association Drill Nights. On these nights, the Platoon Officers are required to complete training forms for their Platoon for First Responder training and the meeting. Ensure you enter hours if different on the Fire Manager form. One Fire Officer will be assigned each Officer's meeting to be responsible for completing the meeting documentation.
- Cadets Fire Training shall be entered by the lead instructor for the drill. (Water-Log included)
- There are three categories of instructors: Lead Instructor (Assigned Instructor) Co-Instructor (assigned to assist but not instructor), and Support (No pay).

Reference:

- NFPA 1401 Recommended Practice for Fire Service Training Reports and Records
- BC Fire Service Playbook.

Related Guidelines:

Firefighter Training Standards
Recruit Training Requirements
Training Hours Requirements
Fire Hall Tours
Public Education Presentations

BLANK 1.11.00

Administration

Effective Date: February 18, 2011

Last Revised: September 23, 2019



Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy: Under-Development

Procedure:

x

Reference:

Related Guidelines:

Customer Service OG 1.12.00

Administration



Effective Date: September 23, 2019

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: We will treat our customers in a positive way and include them in our plans to execute excellent customer service. Every interaction with our customers is an opportunity to solve their problem and leave a positive, lasting impression.

Scope: All Fire Rescue Personnel

Policy: Our primary goal in the fire service is to take care of the public, this includes during emergencies and day to day. Customer service must be at the forefront of what we do.

Procedure:

Our mission and number one priority is to deliver the best customer service possible. Our members are responsible for the following as it relates to customer service:

- Treat all customers with respect, kindness, patience, and consideration. We will respond quickly, skillfully, and positively to every customer.
- Deal with the customers situation as an urgent event, from the time we know about it until it is over. Do your best to ensure their day gets better
- Identify and act on opportunity for added value. Added value only requires a little extra effort and leaves our customer with the opinion we care.
- Always acknowledge the person, make them feel that your main goal is for them
- Exhibit compassion and empathy
- Be Professional in all you do
- Express a positive outlook and attitude
- Ask yourself these simple questions
 - Is it the right / best thing for the customer?
 - Is it the right / best thing for the department?
 - Is it legal, ethical, and nice?
 - Is it safe?
 - Is it on your organization level?
 - Is it something you are willing to be accountable for?
 - Is it consistent with our departments values and polices?

If the answer to these questions is yes, then don't ask permission. You are empowered to provide exceptional customer service.

- Create and sustain a positive public image
 - Follow the SSIFR Operational Guidelines
 - Be Professional at all times
 - Give the customer your undivided attention
 - Take a moment (when appropriate) to educate the customer(s) about what we do and why we are doing it.

In addition to the above, SSIFR Officers and supervisors are responsible for the following:

- Provide a work environment in which exceptional customer service and added value are a result of a refined system where members are empowered to operate effectively and to provide caring service with both quality and value.
- Our basic organizational behavior must be customer oriented.
- Invest in human resources by keeping customer service a part of an ongoing development process.
- Empower your team to make decisions that elevate our customer service.

Reference:

- SSIFR OG's
- The SSIFR Way

Related Guidelines:

Conflict Resolution w/ External Agencies/Customers OG 1.12.01 Administration



Effective Date: December 12, 2019

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To resolve complaints expeditiously and assure good relationships with our external customers and agencies.

Scope: All Fire Rescue Personnel

Policy: SSIFR endures to maintain excellent relationships with fire victims, patients, families, businesses, and public safety personnel as well as the community at large. All external complaints shall be reviewed as per this operational Guideline.

Procedure:

Members are responsible for conducting themselves in a professional manner as defined in the SSIFR Operational Guidelines, Our Standards of Care and our Behavior Principles. However, from time to time complaints may arise, and therefore, must be addressed as expeditiously as possible to ensure good relationships with the community. All complaints will be given careful consideration and reviewed in a just and fair manner.

External Complaints: If a complaint is received from an external customer, the person taking the call/receiving the information should refer the complainant to the officer in charge or the fire chief. If not available, they should document the information with as much detail as possible and forward it to the Fire Chief. The Fire Chief will direct the investigation of the complaint.

Complainant Feedback: Without releasing confidential information, SSIFR will respond when the incident is closed. Information will be supplied to those involved indicating outcome, explanation of circumstances and steps taken to prevent a similar incident from recurring.

Reference:

- SSIFR OG's
- Standards of Care
- Behavior Principles

Related Guidelines:

[Communications](#)

[Code of Conduct](#)

[Code of Ethics](#)

Computer Data Entry OG 1.13.00

Administration

Effective Date: February 19, 2019

Last Revised: June 14 2020



Approved: Fire Chief Arjuna George

Purpose: To make this better

Scope: All Fire Rescue Personnel

Policy: All Fire Rescue Personnel

Procedure: Under-Development

Reference:

Related Guidelines:

Issuing Burning Permits OG 1.14.00

Administration



Effective Date:

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide clarity and process to issuing fire permits.

Scope: All Fire Rescue Personnel

Policy: As per SSIFPD Open Burning Bylaw 125, all people must have a valid fire permit year-round for burning within the SSIFPD boundaries. This operational guideline provides the steps to issuing a fire permit.

Procedure:

UNDER-Development

Welcome and greet customer. This is our opportunity to demonstrate excellent customer service, and to share valuable Fire prevention information.

Process for issuing Backyard and campfire permits:

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Reference:

Related Guidelines:

Office Of The Fire Commissioner OG 1.15.00 Administration



Effective Date: August 11, 2003

Last Revised: May 17, 2011

Approved: Fire Chief Arjuna George

Purpose: To establish a procedure for notifying and or contacting the Office of the Fire Commissioner for assistance.

Scope: All Fire Rescue Personnel

Policy: The Office of the Fire Commissioner (OFC) shall be notified for the following circumstances:

- Fire death,
- serious injury,
- suspicious fire,
- large dollar loss,
- unusual fire circumstances,
- area or building evacuations,
- or any fire and life safety issues involving the BC Fire Code or the Fire Services Act.

Procedure:

- If any incident has OFC notification triggers, the Chief or Incident Commander shall notify the OFC as soon as possible.
- Contact can be made 24/7 with the OFC Duty Officer. Contact information in the SSIFR emergency contact book or via Dispatch

Reference:

- Fire Services Act

Related Guidelines:

[Fire Investigation](#)

[Fire Commissioner \(OFC\) Fire Reports](#)

Fire Commissioner (OFC) Report OG 1.15.01

Administration



Effective Date: December 09, 2003 Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To provide guidelines for the procedures of completing the incident report information and forwarding a complete Fire Report to the OFC.

Scope: All Fire Rescue Personnel

Policy: It shall be the responsibility of the Incident Commander and duty officer to ensure all owner occupant information, and general incident information is completed on an Incident Report. Complete data is critical to completing OFC Fire reports and for accurate historical fire data.

Procedure:

- The Incident Commander and / or Duty Officer shall ensure that all pertinent information is collected and recorded into the Incident Records.
- All OFC fire reports shall be processed in a timely manner.
- All Fires that SSIFR 'takes action' on are considered reportable to the OFC.

Reference:

- Fire Services Act

Related Guidelines:

[Office of the Fire Commissioner](#)

[Fire Investigation](#)

[Incident and Training Recording](#)

Local Assistant to OFC Conflict of Interest OG 1.15.02 Administration



Effective Date: February 18, 2015

Last Revised: September 2, 2015

Approved: Fire Chief Arjuna George

Purpose: To establish a process for all those who are acting as a Local Assistant to the Fire Commissioner (LAFC) where a real or perceived conflict of interest may arise.

Scope: All Fire Rescue Personnel acting as Local Assistants to the Fire Commissioner ("LAFC")

Policy: If anyone, acting as a LAFC, thinks they may have a personal conflict of interest of any kind in any of the decisions that they are required to make, when performing the duties as a LAFC on behalf of SSIFR, they must declare the conflict of interest and withdraw from the decision-making process.

Procedure:

- When an LAFC wishes to report a conflict of interest it must be in writing to the Fire Chief.
- If the Fire Chief is the LAFC, the report must be submitted to the Administrator (CAO) of the Authority having Jurisdiction.
- The situation should be re-assigned to another LAFC who does not have a real or perceived conflict of interest with the circumstances.
- If no other LAFC is available to assume responsibility for the situation, the matter should be reported to the Office of the Fire Commissioner. ("OFC")
- Guidance should be sought from the OFC as to further actions which may be taken to resolve the situation.

Reference:

Related Guidelines:

[Office of the Fire Commissioner](#)

[Fire Commissioner \(OFC\) Fire Reports](#)

Mutual Aid Wildfire Management OG 1.16.00

Administration



Effective Date: August 12, 2011

Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To ensure all members of the SSIFR understand the responsibilities for wildfire suppression and the mutual aid of the BC Forest Service.

Scope: All Fire Rescue Personnel

Policy: SSIFR maintains a service agreement with the BC Forest Service for wildfire suppression. This guideline details the agreement with SSIFR and the BC Forest Service.

Procedure:

- SSIFR is responsible for fire suppression actions on all fires within the Salt Spring Island Fire Protection district.
- When wildfires threaten forests or other Wildland values the BC Forest Service (BCFS) has the responsibility to ensure that appropriate fire suppression takes place, regardless of ownership or land status.
- The BCFS shall maintain a commitment to mutual aid on all wildfires which are beyond the capability of SSIFR.
- Where Provincial Crown lands exist within the SSIFR boundaries and a wildfire occurs the SSIFR may act and is entitled to compensation. All "out of district" responses shall obtain approval for actions within our scope.
- Cost recovery rates shall be reviewed regularly with the BC Forest Service.
- In BCFS (crown or out of district areas) the BCFS shall relieve SSIFR at the earliest opportunity.
- When the SSIFR and the BCFS are operating together a unified command structure shall be maintained through the duration of the event.

Reference:

- BC Forest Service
- Ministry of Forests and Range
- Fire Services Act
- BC Forest Service – Wildfire Suppression and Local Government BCFS OG 1.06.01 2006

Related Guidelines:

[Mutual Aid Response](#)

[Out of District Responses](#)

Purchase Orders - Purchasing OG 1.17.00

Administration



Effective Date: August 11, 2003

Last Revised: May 17, 2011

Approved: Fire Chief Arjuna George

Purpose: To ensure there is a method of tracking purchases over \$300. Only reoccurring items do not require a Purchase Order (PO).

Scope: All Fire Rescue Personnel

Policy: All none reoccurring purchases within SSIFR require a purchase order approval and number.

Procedure:

Prior to purchasing any item, a request for a purchase order (PO) must be submitted to the Chief.

1. A PO request form can be obtained from the Fire Department administrator.
2. A copy of the product / service quote shall accompany the PO request.
 - A quote shall consist of product name and quantity
 - Employee making the product / service request
 - Company information
 - Background to purchase (Budget line, need for purchase)
3. An approved PO# is confirmation you are permitted to process the order. The PO# shall be the tracking number used for invoices.
4. There may be instances that an emergency purchase may be required. If so, the Fire Chief shall be notified as soon as possible.

Reference:

Related Guidelines:

Firefighting Seniority OG 1.18.00

Administration



Effective Date: August 19, 2001 Last Revised: May 17, 2011

Approved: Fire Chief Arjuna George

Purpose: All members of the SSIFR shall be issued an assigned seniority number upon joining the organization.

Scope: All Fire Rescue Personnel

Policy: All members of the SSIFR shall be issued a seniority number for record keeping, and equipment identification.

Procedure:

- As a new member of the SSIFR you shall be issued an assigned Seniority number specific to SSIFR.
- The number shall be used for all personal equipment, documentation, and clothing identification. The number shall be visible on each piece of equipment issued.
- The SSIFR seniority number shall be your identification number until retirement. Upon Retirement the seniority number shall be retired.

Reference:

Related Guidelines:

[Firefighter Retirement](#)

Firefighter Retirement OG 1.18.01

Administration



Effective Date: August 11, 2010

Last Revised: November 27, 2017

Approved: Fire Chief Arjuna George

Purpose: To provide a standardized way retirement documentation is received and filed for records.

Scope: All Fire Rescue Personnel

Policy: To ensure management and members receive documentation supporting the retirement of a member for the means of future reference or filing requirements.

Procedure:

- Upon notification from a member that they will be retiring or resigning from the SSIFR they will provide written documentation to the management of the SSIFR noting their intentions, date effective and any personal comments they may feel necessary to bring forward.
- Upon receipt of the documentation the management shall notify all other internal divisions / appropriate personnel with the information of the member's decision while noting the delivery of all SSIFR property and equipment back to the SSIFR for proper storage.
- All benefits and insurance coverage will be terminated upon retirement date.
- All SSIFR property shall be returned to the Chief at the end of your service. An exit interview may be requested to continually improve the operations of the SSIFR.

Reference:

Related Guidelines:

[Leave of Absence](#)

Leave of Absence (LOA) OG 1.18.02

Administration



Effective Date: April 12, 2003

Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To ensure all members of the SSIFR are aware of the process in applying for a leave of absence (LOA) from active duty.

Scope: All Fire Rescue Personnel

Policy: All leave of absence (LOA) requests may be made to the Chief's office with the completed documentation (Leave of Absence Request Form).

Procedure:

- Any member wishing to request a Leave of Absence (LOA) must do so by completing a Leave of Absence form and submitting it to the Chief's office. The LOA form will be kept on the member's personal file.
- The maximum LOA permitted is six months, within a 12-month period.
- All issued personal equipment, and protective equipment shall be returned to the SSIFR equipment manager during the Leave of Absence period. Members on a leave are listed as "inactive" and are not permitted to attend fire department activities (i.e. Training, Pub Ed, Incidents).
- The Chief's office shall notify the Firefighters Association membership, training Officer, Big Brother / Sister, Equipment manager, or any other involved party of the request and duration.
- If a member on leave has not contacted the SSIFR Chief by the time the approved LOA has expired, then it will be assumed that they have resigned from the Department.
- Any officer requesting a LOA may have their status as an Officer reviewed and revaluated prior to their return.
- SSIFR members on an approved leave of absence will remain on the SSIFR insurance / benefit coverage during such period.



Leave Of Absence Information

Reason for Absence:

Chief Officer Approval

Y:\Forms\Leave of Absence Request Form.doc

34

Members on Medical Restrictions OG 1.18.03 Administration



Effective Date: August 12, 2003

Last Revised: May 17, 2011

Approved: Fire Chief Arjuna George

Purpose: To ensure all members of the SSIFR respond and train while medically and mentally fit. Members on a medical leave may have their duties suspended or altered by the Fire Chief.

Scope: All Fire Rescue Personnel

Policy: It is the responsibility of each member to ensure that their officer and Fire Chief are made aware of their medical situation and their boundaries immediately. All attempts to keep the member involved in light duties will be made.

Procedure:

- SSIFR members who are on WorkSafeBC and / or medical restrictions shall not participate in general training nor respond to emergency calls as an active firefighter. Light Duties may be suitable if approved by a medical physician.
- SSIFR members shall inform the Chief's office in writing of the medical restrictions. The note shall be from a doctor and have a start and end date.
- Members on medical restrictions may be placed on light duties if authorized by the Fire Chief. All attempts shall be made to find a suitable, safe duty for any members on light duty or medical restrictions.
- Any member wishing to return to active duty shall be required to submit a Doctor's note stating such before being reviewed by the Fire Chief.

Reference:

- Salt Spring Island Fire Rescue Health and Safety Program

Related Guidelines:

[Leave of Absence](#)

[Maternity-Parental Leave](#)

[Return to Work](#)

[Light Duties](#)

Maternity-Parental Leave OG 1.18.04

Administration



Effective Date: August 12, 2003

Last Revised: May 17, 2011

Approved: Fire Chief Arjuna George

Purpose: To ensure all members of the SSIFR can take a maternity leave or Parental Leave that will not affect their seniority status.

Scope: All Fire Rescue Personnel

Policy: To ensure safety of pregnant members.

Procedure:

- Doctors letter stating removal from active duty before birth and prior to return a clearance letter with effect return date to active duties.
- A SSIFR Leave of Absence form shall be submitted to the Chief and placed on the personnel file.
- Members PPE and pager / radio shall be returned to the Department while on leave.
- All appropriate managers of sectional items shall be notified.

Reference:

- Canadian Labour Code

Related Guidelines:

[Firefighter Retirement](#)

[Leave of Absence](#)

[Return to Work](#)

BLANK OG 1.18.06

Administration

Effective Date:

Last Revised:

Approved: Fire Chief Arjuna George



Purpose: To ensure all members of the SSIFR

Scope: All Fire Rescue Personnel

Policy: To ensure

Procedure:

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Reference:

Related Guidelines:

Mentorship Program (Big Brothers-Sisters) OG 1.19.00

Administration



Effective Date: August 12, 2003

Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To ensure probationary recruit members gain support and mentoring from more experienced SSIFR members during their development within SSIFR.

Scope: All Fire Rescue Personnel

Policy: Method to provide Recruits; communications, support, accountability, guidance and encouragement during their recruitment timeframes.

Procedure:

- Big Brother and Sisters may be assigned to new recruits by the recruitment team of SSIFR at the beginning of the recruit year.
- Big Brothers or Sisters are encouraged to communicate and ensure probationary firefighters are aware of upcoming association social and fundraising events as well as other SSIFR related activities on a regular basis.
- Big Brothers / Sisters are to communicate and update the Association and Management on the status of their probationary progress.
- Big Brothers or Sisters should attempt to answer or find the answer to probationary fire fighters' questions or correspondence in a timely manner.
- Big Brothers or Sisters shall refer grievances by probationary fire fighters to the appropriate supervisor.
- All complaints about individual probationary fire fighters shall be first referred to their Big Brother or Sister, unless there is an immediate danger to life safety due to their behavior or actions.
- The Big Brother or Sister is encouraged to forward concerns to the probationary firefighter regarding their behavior and to coach their behavior.
- If a probationary fire fighter has a prolonged absence from training, the Big Brother or Sister shall make every attempt to contact him/her.

Reference:

Related Guidelines:

Payment Structure OG 1.20.00

Administration



Effective Date: August 12, 2003 Last Revised: January 30, 2020

Approved: Fire Chief Arjuna George

Purpose: To ensure that all firefighters are aware of the payment structure and are compensated for specific activities with the SSIFR

Scope: All Fire Rescue Personnel

Policy: SSIFR members shall receive an hourly pay for specific training, public education, and incidents.

Procedure: Salt Spring Island Fire Rescue will adhere to the following basic record retention schedule.

- The payment rate shall be reviewed on a regular basis.
- Firefighters shall receive the pay rate per hour of activity.
- It is the responsibility of the Instructors, Incident Commander, and members to ensure firefighters are recorded for attending specific drills or incidents via the SSIFR record forms.
- Firefighters being compensated already (paid on shift) shall not collect points payment entitlements.
- Firefighters being compensated already (Training) shall not collect additional payment if requested to respond to an Emergency.
- Firefighters being compensated already (Incident Response) shall not collect additional payment if requested to respond to another Emergency in the same time frame.
- Payment shall be paid bi-weekly via direct deposit.
- Payment hours are applicable for the following SSIFR activities:
 - SSIFR Regular drill training
 - SSIFR authorized training
 - Emergency Responses
 - Fire and Life Safety Education and Prevention activities
 - SSIFR approved meetings (i.e. Association, OHS Committee)
 - Fireworks preparation and Displays
- Payment hours are not applicable for the following activities:
 - SSIFA association functions (Fundraisers, etc..)

SSIFR Pay Schedule (2020)

Training Compensation

- Lead Instructor = \$35.00
- Captain and Career Staff = \$22.00
- Lieutenant - \$20.00
- Acting Lieutenant = \$19.00
- Firefighter = \$18.00
- Support / FTT's = \$16.50

- Recruit FIT = \$14.00
- Recruit Firefighter = \$14.00

Incident Compensation

- Captain and Career Staff = \$23.00
- Lieutenant - \$21.00
- Acting Lieutenant = \$20.00
- Firefighter = \$19.00
- Support / FIT's = \$17.50
- Recruit FIT = \$15.00
- Recruit Firefighter = \$15.00

Reference:

Related Guidelines

[Paid-on-Call Compensation for Lost Wages](#)

Paid-on-Call Compensation for Lost Wages OG 1.20.01

Administration



Effective Date: December 19, 1999 Last Revised: May 17, 2011

Approved: Fire Chief Arjuna George

Purpose: To determine remuneration for paid on call firefighters required to take mandatory training, appear in court or represent the SSIFR by request.

Scope: All Fire Rescue Personnel

Policy: To ensure firefighters do not incur personal loss or wage loss due to training, court or other areas as a result of SSIFR related operations.

Procedure:

- If a SSIFR firefighter shall be subpoenaed to court as an incident related witness the firefighter shall notify the Chief's office of the details immediately. SSIFR shall compensate the firefighter a set rate per day as detailed in this Operational Guideline.
- If a SSIFR firefighter be requested to attend a mandatory and / or required training event the firefighter shall be compensated as detailed in the Operational Guideline.
- The daily compensation rate shall be reviewed on a regular basis. Under certain circumstances the Fire Chief may adjust the rate if the situation warrants it.

Rate:

- The remuneration payable rate shall be continually in line with the hourly rate paid to their rank. This maintains a consistent and commonly known remuneration amount to all members prior to any notable occurrences.

Reference:

Related Guidelines:

[Payment Structure](#)

Travel Expense Rates (Per Diem) OG 1.20.02

Administration



Effective Date: August 12, 2003

Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To ensure that all firefighters taking part in off-island SSIFR endorsed training are provided a per diem rate.

Scope: All Fire Rescue Personnel

Policy: The SSIFR provides each firefighter taking a training course/meeting off-island a daily per diem rate. It is the responsibility of the Training Officer or the firefighter requesting the expense re-imburement to complete the requisitions form and submit to the Chief's office for approval.

Procedure:

- The expense (per diem) rate shall be reviewed on a regular basis.
- The firefighter or Training Officer shall submit the per diem immediately following of the training course to the Chief's office for approval. The Expense Reimbursement form can be obtained from the SSIFR Administrative Assistant.
- All per diems will be issued in cheque form.
- Course information must be attached to the per diem request detailing the course location, times and dates.
- The Per Diem form details full or partial pay rates.
- Per Diems cover meals, and mileage (if not SSIFR vehicle)
- For travel off island the SSIFR BC Ferry's Experience Card shall be used when possible.
- All receipts for travel shall be submitted to the Fire Chief with a note describing the purpose (i.e. Training, meeting etc.)

Reference:

Related Guidelines:

Personal Information of Employees OG 1.21.00 Administration



Effective Date: December 11, 2017 Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To provide a policy to ensure the privacy of our employees' personal information.

Scope: All Fire Rescue Personnel

Policy: Personnel will not provide personal information about SSIFR employees to members of the public.

Procedure:

- No personal information may be released to any members of the public without the consent of that member first.
- No SSIFR or SSIFPD confidential information may be released without the prior consent of the Fire Chief.
- All public requests for O.F.C. Fire Reports shall be directed to the Office of the Fire Commissioner under the Freedom of Information Act. No incident other than Press Release information may be provided to other Agencies unless approved by the Fire Chief. Failure to follow the intent of this Operational Guideline may be considered a breach of confidentiality and subject to discipline.

Ensuring Privacy

- If a member of the public inquiries about a SSIFR member, all employees are directed NOT TO give out personal information. Such personal information includes:
 - Home phone numbers;
 - Cell phone numbers;
 - Address information;
 - Medical information;
 - Location of where a member is working;
 - Other information considered personal.

Taking messages.

- When a request for personal information is made from a member of the public, employees may make note of the request and forward it to the respective SSIFR employee by note, telephone. Email or other means.
- Uncooperative callers should be referred to the Officer in Charge.

Reference:

- The Freedom of Information and Protection of Privacy Act

Related Guidelines:

Hiring Process for Paid-on-Call Members OG 1.22.00

Administration



Effective Date: November 27, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To identify the procedures and process for hiring Paid-On-Call (POC) Volunteer Firefighters.

Scope: All Fire Rescue Personnel

Policy: All applications submitted to Salt Spring Island Fire Rescue to become a Paid-On-Call (POC) Firefighter must adhere to the following procedure.

Procedure:

Any person who is interested in becoming a SSIFR Paid-On-Call Firefighter must complete an application complete with drivers abstract, police information check (PIC-VS), and a physician authorization for the physical testing.

- SSIFR Paid-On-Call recruitment occurs once a year (September to October). Recruitment occurs if our membership numbers warrant a recruit drive. Target membership size is 45 POC members.
- The hiring panel to conduct the POC process will consist of a member from the Salt Spring Island Fire Fighters Association (Executive), one member from the local IAFF union, and one member from management.
- Applicants must complete the application package, and have it submitted prior to the deadline
- Police Information Check (PIC-VS) must be submitted and current. Applicants require to bring to the local RCMP detachment a signed letter authorizing SSIFR to review the records.
- A recent Drivers Abstract must be submitted with the application package. Applications with more than six (6) points on the abstract will be removed from the hiring process.
- Once the application process closes, a review of all the submitted applications will take place. Applications that do not meet our minimum requirements will not be accepted.
- Second stage is a Firefighter physical fitness exam. Target time is less than 5 minutes to complete.
- Third Stage is interviews.
- Fourth stage is reference checks on the remaining applicants.
- After reviewing all applications and interviewing prospects, the hiring panel will select the successful candidates and notify the Fire Chief of their recommendations.
- By December of each year the applicants will receive their offer letter from the Fire Chief.
- Applicants that were not desirable for POC selection shall be notified.
- Recruit Training launches January of each year.

Reference:

Related Guidelines:

Police Information Checks OG 1.23.00

Administration



Effective Date: August 6, 2003 Last Revised: Nov 27, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure that all members of the SSIFR have undergone a criminal records review known as a Police Information Check and Vulnerable Sector (PIC-VS).

Scope: All Fire Rescue Personnel

Policy: All new applicants joining the Fire Department must complete an RCMP Police Information Check with the Vulnerable Sector check (PIC-VS). Follow up reviews are required every five years or as requested by the Fire Chief.

Procedure: Salt Spring Island Fire Rescue will adhere to the following basic record retention schedule.

- All new members to the SSIFR shall be required to submit a Police Information Check (PIC-VS) search prior to becoming a member of the SSIFR. Applications must be made to the local RCMP detachment. PIC-VS searches are required for employment in services that do involve children or vulnerable adults.
- All SSIFR members at the request of the Chief's office shall be required to submit a current Police Information Check (PIC-VS) search. Failure to comply and provide a recent search may be subject to disciplinary actions.
- The results of the report are reviewed by the Fire Chief. Where a criminal record is identified, the Fire Chief will consider the seriousness of the offence and how recent the offence was before making recommendations.
- The PIC-VS search will report the following:
 - Criminal convictions, outstanding criminal charges and warrants, and other judicial order.
 - Non-convictions and files in which you were a bona fide suspect in a founded substantiated offence.
 - It will not include unsubstantiated allegations.

Reference:

Related Guidelines:

[Paid on Call Disciplinary Process](#)

Use of Alcohol and Drugs OG 1.24.00

Administration



Effective Date: August 6, 2003

Last Revised: December 23, 2015

Approved: Fire Chief Arjuna George

Purpose: To ensure all members of the SSIFR understand that the use of drugs or alcohol may impair judgment and could put the public in danger as well as your firefighters. SSIFR does not support or condone any firefighter responding to any emergency incident under any influence of drugs or alcohol.

Scope: All Fire Rescue Personnel

Policy: This policy is best described as a “Zero Tolerance” standard.

Procedure:

- Firefighters shall not respond in a SSIFR apparatus or drive a personal vehicle to any emergency if they are under the influence of mind-altering drugs including some prescription drugs or alcohol.
- If a member has consumed alcohol within the previous eight (8) hours or is still noticeable impaired by alcohol consumed previous to the eight (8) hours, they must voluntarily remove themselves from activities and functions of the fire and emergency services including all emergency operations and training.
- No alcohol shall be consumed on the premises of any operational portion of the fire department, including but not limited to the apparatus, the apparatus floor, the station and the fire hall property, unless a liquor license has been issued and approved.
- Firefighters should not operate on a fire scene under the influence of alcohol or drugs.
- The onus is upon the firefighters to ensure their safety and the safety of others around them by not responding while under the influence of alcohol or drugs.
- The onus is also upon the Firefighters to consider their condition the following day after consuming alcohol / drugs / medications.
- Sleep deprivation can also lead to an impairment that should be considered prior to operating an apparatus or responding to an emergency.
- For a SSIFR special event SSIFR may establish a duty crew for the duration of the event until the following morning, to ensure response coverage during the event. (see Operational Guideline Duty Crew Responsibilities) If an event is to be sanctioned, approval from the Chief's office is required prior to the event for it to occur.

Reference:

- Criminal Code of Canada
- BC Motor Vehicle Act
- BC Liquor Control Act
- Salt Spring Fire Rescue Rules and Regulations
- Salt Spring Fire Rescue Health and Safety Program
- IAFC Guidelines

Related Guidelines:

[Paid on Call Disciplinary Process](#)

Paid-on-Call Disciplinary Process OG 1.25.00

Administration



Effective Date: August 6, 2003

Last Revised: August 10, 2010

Approved: Fire Chief Arjuna George

Purpose: To identify the process for disciplinary action of paid on call firefighters and officers.

Scope: This guideline shall apply to all paid on call fire service personnel. Discipline for career staff is subject to the terms of the collective agreement.

Policy: The Chief's Office shall ensure each firefighter or officer receives proper, fair, timely, and appropriate discipline within the SSIFR. Members may be subject to discipline for failing to observe policies, guidelines, rules, regulations and the SSIFR Code of Conduct. All officers are required to apply discipline within their areas of responsibility, as necessary. Inappropriate conduct that is outside of the area of responsibility is to be forwarded to the next senior member in the command structure.

Procedure:

The Fire Chief or his designate maintains the right to demote or terminate a Paid-on-Call member for just cause.

An investigation shall take place with all concerned parties after a complaint.

The Chief's Office follows the Four Step disciplinary action process:

1. **1st Step:** Verbal Notice with re-training. (A note is to be placed on file regarding the discussion)
2. **2nd Step:** Writing Notice with re-training. (A written document on file)
3. **3rd Step:** Suspension / demotion
4. **4th Step:** Dismissal

The Fire Chief may include other parties to assist in the training, education, and assistance for the firefighter or officer with an end goal to improve the members understanding of the Organizations Operational Guidelines, and operations.

A SSIFR member can grieve the process through the SSIFR Grievance Procedures (as per Operational Guideline Grievance Procedures).

Any criminal activities, members may be put on leave without compensation. If found criminally guilty the termination of the firefighter shall be the responsibility of management.

All suspended or dismissed firefighters shall return all SSIFR property immediately to the Chiefs Office.

Any member may request to have their personnel file review by the chief for a review. A request may be made to have disciplinary notices removed.

Reference:

- SSIFR Rules and Regulations
- SSIFR Code of Conduct
- SSIFR Pledge

Related Guidelines:

[Paid on Call Grievance Procedure](#)

Paid-on-Call Grievance Procedures OG 1.25.01

Administration



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide a method for Non- Union members in which they may file a grievance fire service operational wise.

Scope: All Non - Union Fire Rescue Personnel

Policy: To ensure a method for Non- Union members to file an operational grievance.

Note: This is not a SSIFR Association matter grievance method

Procedure:

All Non-Union related operational grievances must be written signed and dated. All grievances must follow the Chain of Command process within; each Platoon Officership before heading to the SSIFR management for further processing resolution. All operational grievance decision(s) shall be reviewed by management before any resolution is processed back to the filing person(s). All documentation shall be filed for future reference.

Reference:

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Related Guidelines:

[Paid on Call Disciplinary Process](#)

Fill in Firefighter Programme OG 1.26.00

Administration

Effective Date: March 20, 2015

Last Revised:



Approved: Fire Chief Arjuna George

Purpose: To establish a procedure for the backfilling of staff with qualified Fill in Paid on Call Firefighter (POC).

Scope: All Fire Rescue Personnel

Policy: SSIFR working with local 4467 manages a "Fill In" program to maintain a level of service delivery and daily tasks. Fill in's are utilized for backfilling staff when off sick, vacation, or training. This operational guideline details the program and how it's monthly scheduling structure works.

Procedure: Requires Updating

- Pre-Requisites
- Annual Evaluation
- Duties and Responsibilities
- Calling in Sick procedures
- Backfill process
- Short notice backfill process

Reference:

- Fill in Job Description
- I.A.F.F. Agreement

Related Guidelines:

[Emergency Vehicle Operator Standards](#)

[Firefighter Training Standards](#)

Paid-on-Call Officer Promotion Process OG 1.27.00

Administration



Effective Date: August 6, 2003 Last Revised: May 9, 2018

Approved: Fire Chief Arjuna George

Purpose: To provide guidelines on criteria to be used in advancement and promotion of Paid-On-Call Fire Department members.

Scope: All Fire Rescue Personnel

Policy: Only members who have successfully completed the minimum requirements as described in this operational guideline may be eligible to be promoted to the rank of an Officer. Promotions are based on ability, training, knowledge and experience.

Procedure:

- Have a minimum of five (5) years in the SSIFR
- Obtained and proven skills, ability and training requirements relating to the promotional position, with documentation provided where applicable.
- Review of the positional candidate's community involvement, social networking activities and personal communications skills
- Must have a healthy medical record, clean criminal and driving record and must provide all requested documents in support of their maintenance of each.
 - Must fulfill all other related or normal promotional processes that are deemed best known practices with the Fire Service Industry.

Reference:

- NFPA 1001 Standard for Fire Fighter Professional Qualifications, 2008 Edition
- NFPA 1001 NFPA 1002: Standard on Apparatus Driver/Operator Professional Qualification
- ICS 100
- Emergency Scene Management I
- EMA First Responder
- Paid-on-Call Acting Officer Job Description
- Paid-on-Call Lieutenant Job Description
- Paid-on-Call Captain Job Description

Related Guidelines:

Department Uniform Standards OG 1.28.00

Administration



Effective Date: August 11, 2003

Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: The SSIFR expects its members to maintain a professional appearance of their uniforms. This Operational Guideline will define the uniforms issued and their proper wearing.

Scope: All Fire Rescue Personnel

Policy: SSIFR shall provide members with a full set of station wear. It is the responsibility of the firefighter to maintain the uniform and present it in a professional manner.

Procedure:

- The SSIFR provides basic uniform to all members that include the following:
 - Station Pants
 - Station Dark Blue Duty Shirt
 - Officer Epaulettes and Bugles (if applicable)
 - SSIFR Belt
 - Tie
 - SSIFR Name Tag
 - SSIFR Bomber Jacket
 - SSIFR Issued Department T Shirt
- Firefighters are to wear black polished steel toed footwear but are not provided by the SSIFR. Members may purchase footwear through the SSIFR and have the cost deducted from their point's payment.
- It is the responsibility of the firefighter to request additional uniform pieces if replacements are required.
- Firefighters may not wear unauthorized uniform apparel. Any non-issued uniform clothing shall be authorized by the Chief's office first.
- Uniforms shall be worn only for SSIFR related activities. Members shall not wear any portion of the SSIFR uniform for other activities other than SSIFR duties unless authorized by the Chief's office. (Exempt SSIFR T-Shirts)
- SSIFR members shall not wear any portion of the SSIFR uniform in any establishment where alcohol is the primary service.
- Firefighters wearing the SSIFR uniform shall ensure they act in a professional manner and appearance representing the Department and our firefighters.

- The SSIFR rank insignia is as follows:
 - Chief = 5 Gold Bars, 5 Gold Bugles, Gold Patch
 - Deputy Chief = 4 Gold Bars, 4 Gold Bugles, Gold Patch
 - Assistant Chief = 3 Gold Bars, 3 Gold Bugles, Gold Patch
 - Career Captain = 2 Gold Bars, 2 Gold Bugles, Gold Patch
 - P.O.C. Captain = 2 Gold Bars, 2 Gold Bugles, Gold Patch
 - Career Lieutenant = 1 Gold Bar, 1 Gold Bugle, Gold Patch
 - P.O.C. Lieutenant = 1 Gold Bar, 1 Gold Bugle, Gold Patch
 - P.O.C. Acting Officer = 1 Silver Bar, 1 Silver Bugle, Blue Patch
 - Career Firefighter = No Bar, No Bugle, Gold Patch
 - P.O.C. Firefighter = No Bar, No Bugle, Blue Patch
 - Field Incident Technician (F.I.T.) No Bar, No Bugle, Blue Patch
- The cost of cleaning uniforms shall be the responsibility of the SSIFR member. All issued SSIFR uniform items are the property of the SSIFR and are to be returned upon retirement. In some circumstances honorary firefighters may be permitted to retain their uniform for special events and ceremonies.
- All SSIFR uniform items that are damaged or worn out shall have the insignia and patches removed and destroyed prior to disposal.
- Station wear shall be worn in a uniform way as detailed below:
 - Collar pins shall be pinned with the bugles facing down at the end point of the uniform collar.
 - Name tags shall be worn above or aligned on the right front shirt pocket.
 - Ties shall be worn for ceremonies or formal events.
 - Station footwear shall be in good condition, clean and polished.
 - SSIFR Badges shall be worn above the left front pocket.
 - Uniform bomber jacket may be worn when needed for SSIFR functions

Reference:

Related Guidelines:

Firefighter Awards and Recognition OG 1.29.00

Administration



Effective Date: August 18, 2010

Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To ensure that all members of the SSIFR are honoured and recognized for their commitment, dedication, and years of service.

Scope: All Fire Rescue Personnel

Policy: All members are to be recognized for accomplishing specific fire service milestones.

Procedure:

Requires Updating

Upon reaching a specific milestone the Chief or designate shall present the firefighter with the award as defined in this Operational Guideline. (Subject to availability)

SSIFR Recognition Awards:

- 2 Year: SSIFR Challenge coin.
- 5 Year anniversary: Glass Engraved Beer Mug, Station Jacket, 5 Yr Service Pin, and a 5 Year Tunic Service Bar.
- 10 Year anniversary: Fire Fighter Statue, Station Jacket, 10 Yr Service Pin, and a 5 Year Tunic Service Bar.
- 15 Year anniversary: Firefighting Framed Print, Station Jacket, 15 Yr Service Pin, and a 5 Year Tunic Service Bar.
- 20 Year anniversary: Fire Fighter Knife, Station Jacket, 20 Yr Service Pin, and a 5 Year Tunic Service Bar.
- 25 Year anniversary: \$500 Gift Certificate, Station Jacket, 25 Yr Service Pin, 25 Yr Federal Exemplarily Long Service, 25 Yr Provincial Long Service, and a 5 Year Tunic Service Bar.
- 30 Year anniversary: \$750 Gift Certificate, Station Jacket, 30 Yr Service Pin, and a 5 Year Tunic Service Bar.
- 35 Year anniversary: \$1000 Gift Certificate, Station Jacket, 35 Yr Service Pin, 35 Yr Provincial Long Service Bar, and a 5 Year Tunic Service Bar.
- 40 Year anniversary: \$1000 Gift Certificate, a Special Commemorative Plaque, Station Jacket, 40 Yr Service Pin, and a 5 Year Tunic Service Bar.
- Most Dedicated to Incidents
- Most Dedicated to Training
- Most Dedicated to Fire and Life Safety
- Officer of the Year
- Recruit of the Year
- Firefighter of the year
- Big4

Reference:

Related Guidelines:

Support Vehicle Usage OG 1.30.00

Administration



Effective Date: September 10, 2002

Last Revised: May 17, 2011

Approved: Fire Chief Arjuna George

Purpose: To define the proper and supported usage for SSIFR Support Vehicles. Support Vehicles may include emergency and non-emergency SSIFR vehicles.

Scope: All Fire Rescue Personnel

Policy: Support Vehicles are to be used for SSIFR related business including but not limited to, responses, inspections, and training. Other uses not defined shall be requested to the Chief's office for approval.

Procedure: When a support vehicle is in operation it shall be ready to respond to an emergency if required.

- If a support vehicle is operated after hours the driver shall ensure its readiness and be available to respond to all incidents if required.
- SSIFR support vehicles should not be associated with activities that reflect poorly on the SSIFR. It is always the SSIFR's responsibility to act appropriately and professionally while operating a SSIFR vehicle or apparatus.
- The support vehicle usage for off island activities shall be authorized by the Chief's office.
- All personal requests for the use of a SSIFR support vehicle shall be made to the Chief's office.
- All SSIFR vehicles and apparatus shall follow the SSIFR operational guidelines regarding Vehicle Operations. (see related Operational Guidelines)
- All SSIFR support vehicles shall be maintained and cleaned on a regular base by the users and maintenance staff.

Reference:

- BC Motor Vehicle Act (MVA)

Related Guidelines:

[Trailer Operations](#)

[Emergency Vehicle Operator Standards](#)

[Safe Emergency Operations of Vehicles](#)

Firehall Security OG 1.31.00

Administration



Effective Date: February 19, 2019

Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To establish guidelines for all Fire Service and support personnel to understand the importance and need for confidentiality in maintaining security for all stations and other belongings of the SSIFPD.

Scope: All Fire Rescue Personnel

Policy: To respect and ensure secure maintenance of SSIFPD property and belongings.

Procedure:

- Ensure Apparatus bay doors are closed after each apparatus responds if the station is not staffed by a member.
- It is the responsibility of the last member at the station to ensure all doors are closed and locked, as well as all windows closed and locked.
- Ensure that security knowledge is maintained within the organization and all related persons.
- To assist in maintaining security and the reduction of power consumption.
- To report any, inappropriate use or items of concern to the Chief or designate, relating to security.

Reference:

Related Guidelines:

Use of Fire Dept Equipment & Facilities OG 1.31.01 Administration



Effective Date: December 11, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide a policy for the acceptable use of fire hall property, equipment, vehicles, and facilities.

Scope: All Fire Rescue Personnel

Policy: The fire halls shall only be used by Fire Department District personnel for activities connected with the Fire Department or District or as approved by the Fire Chief.

Procedure:

- Hall training / meeting space is available to other emergency services for use. Fire Department has priority for use.
- Outside groups shall not be permitted to use the facilities unless there is some Fire Department issue and involvement of Fire Department personnel or if approved by the Fire Chief.
- Members may use the tools in the fire hall workshop but are expected to replace any broken or lost tools. Equipment on active fire apparatus shall not be taken off site unless approved by the Fire Chief.
- Fire Department apparatus shall not be used to fill swimming pools or water wells.
- Fire Department air compressor shall not be used to fill breathing apparatus for the public. (Exceptions include Canadian Coast Guard and BC Ferries)

Reference:

-

Related Guidelines:

Fire Training Ground Usage OG 1.31.02

Administration



Effective Date: February 18, 2010

Last Revised: May 17, 2011

Approved: Fire Chief Arjuna George

Purpose: To ensure all fire and technical rescue training on all Fire Hall training grounds shall be kept in a safe, clean state and will be monitored to ensure a high level of environmental protection.

Scope: All Fire Rescue Personnel

Policy: All SSIFR fire and rescue training grounds shall be designed, maintained and utilized while maintaining safe and effective training for personnel. The training grounds shall be built and maintained to a high level of environmentally friendly standards.

Procedure:

- **Fire Hall #1 Training Grounds (TBA)**
- **Fire Hall #2 Training Grounds:**
 - As per the Islands Trust Bylaw No 435 and Bylaw No 355, regular training shall take place at Hall #2 between the hours of 6pm and 10pm on one evening per calendar week, and for up to six fire and rescue training camps per year of up to four full days in duration. Daytime use is not restricted.
 - During “Extreme” fire hazard conditions no live fire training shall be exercised.
 - No fuel shall be used for fire simulation purposes other than propane (LPG).
 - All fire simulation props shall be constructed of metal and be positioned on engineered slabs for water runoff containment
 - No other substances other than water shall be used for fire suppression training.
 - All training water runoff shall be collected and processed through oil and water separators. These separators shall be regularly inspected and maintained.
 - The SSIFR is committed to; ensuring that all safety training standards are maintained and reviewed on a regular basis. SSIFR is also committed to; maintaining and promoting environmentally friendly alternatives which include maintaining a high level of environmental protection.
 - All vehicles used for auto extrication practice shall be made safe. If required for scenarios, vehicles must be drained of all fluids that may leak.
- **Fire Hall #3 Training Grounds (TBA)**

Reference:

- Islands Trust Bylaw No 435
- Islands Trust Bylaw No 355 “Salt Spring Island Land Use Bylaw”
- NFPA 1001 Standard for Firefighter Professional Qualifications
- NFPA 1402 Standard on Facilities for Fire Training and Associated Props
- Salt Spring Fire Rescue Joint Health and Safety Committee
- Occupational Health and Safety Regulations WorkSafe BC

Related Guidelines:

Solicitation & Fundraising OG 1.32.00

Administration



Effective Date: November 8, 2001 Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To ensure that any fundraising, solicitation or sale of paraphernalia representative of the SSIFR has approval from the Chief's office prior to such activity commencing.

Scope: All Fire Rescue Personnel

Policy: Any SSIFR member wishing to participate in fundraising, solicitation, advertising, marketing, or selling items that represent the SSIFR must first acquire approval by the Fire Chief.

Procedure:

- The approval process will require a written request showing costs, benefits, and the intended purpose.
- In cooperation with the membership normal fundraising activities may be reviewed periodically but do not require written requests. New fundraising initiatives that reflect the SSIFR require to be submitted to the Chief's office.
- Approved Fundraising Activities:
- May Long Weekend Fundraiser

Reference:

- Salt Spring Island Fire Protection District Policy

Related Guidelines:

[Payment Structure](#)

Flag Protocols OG 1.33.00

Administration



Effective Date: August 16, 2006

Last Revised: December 11, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish a clear guideline for proper display of flags at SSIFR fire stations.

Scope: All Fire Rescue Personnel

Policy: The SSIFR flag etiquette and protocol are detailed in this Operations Guideline. The etiquette adopted in this Operational Guideline is an adaptation of international practice commonly used today.

Procedure:

- The national flag shall only be displayed in a manner befitting the national emblem; it should not be subjected to indignity or display in a position inferior to another flag or ensign.
- The following flags may be flown at SSIFR fire station
- National Flag of Canada
- Provincial Flag of British Columbia
- Salt Spring Island Flag
- Other flags deemed appropriate and authorized by the Fire Chief.
- All flags shall be flown by night as well as by day.

Half-Mast

- Flags at each fire station are flown at half-mast as a sign of mourning.
- On occasions requiring that one flag be flown at half-mast, all flags flown together shall be flown at half-mast.
- SSIFR flags shall be flown at half-mast as follows: (must be confirmed by the Chief)
- Remembrance Day
- Upon death Notification of an active member of the SSIFR
- Upon death Notification of an honorary member of the SSIFR
- Upon death Notification of a Trustee of the Fire Protection District
- Fire Service Line of Duty Death (LODD)
- Flags may be flown at half-mast for other individuals not listed at the direction of the Fire Chief. (I.e. the death of the Queen, Premier, Prime Minister, L.O.D.D. etc.)
- The flag may be lowered at the time of notification until the day of the funeral. After the funeral, the flag may be raised to full mast

Disposal

- When a flag becomes tattered and is no longer in a suitable condition for use, it shall be replaced and disposed of appropriately and a new flag displayed.

Reference:

Related Guidelines:

Social Media OG 1.34.00

Administration



Effective Date: February 18, 2011

Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: Websites and other electronic media such as Blogs, Forums, Facebook, LinkedIn, Twitter, and YouTube (collectively “**Social Media**”) provide an opportunity for members to communicate with local businesses, residents and each other.

The purpose of this guideline is to ensure that online communications on official SSIFR websites and **Social Media** sites are clear, well coordinated and responsive to the needs of the community. This Policy also ensures that employees are provided with guidance on the personal use of **Social Media**, when department interests may be impacted.

Scope: All Fire Rescue Personnel

Policy: This guideline outlines acceptable use of **Social Media** at SSIFR and identifies how members may communicate online, on behalf of the department.

Procedure: Salt Spring Island Fire Rescue will adhere to the following basic record retention schedule.

SSIFR SOCIAL MEDIA SITES - OFFICIAL USE

Objectives of Department Social Media Sites

To ensure department social media sites are being used effectively, SSIFR employees must aim to achieve certain objectives in the creation or maintenance of SSIFR social media sites. These objectives may include:

- Promotion of Department initiatives.
- Enhancement of customer service by sharing information and knowledge; and
- Delivery of time-sensitive information as quickly as possible (i.e. Emergency Communications).

SOCIAL MEDIA SITES - PERSONAL USE

The Salt Spring Island Fire Rescue acknowledges that employees may host, comment or otherwise participate in Social Media and the department respects the right of employees to do so.

Although employees may be using Social Media for personal reasons, the following standards apply:

- SSIFR does not authorize the personal use of the department’s logo or trademarks or photos by an employee, unless specifically authorized.
- If an employee chooses to self-identify as an employee at SSIFR, that person must ensure that he or she clarifies that all opinions posted are his/her own and do not necessarily reflect those of the Salt Spring Island Fire Rescue.
- SSIFR does not condone publicly posted Content or comments by employees in any forum, made at any time, that undermine the employment relationship.
- Employees must not post comments, images or video that may damage the reputation of or otherwise negatively impact Salt Spring Island Fire Rescue or the public. On scene

photography and video should be taken on SSIFR equipment and become property of SSIFR. Unless asked by the OIC no emergency scene personal photography or video should be taken with personal cell phones or cameras.

- Employees can be personally liable for defamatory or discriminatory Content about other individuals. All employees have a responsibility to avoid making public comments or posting Content that is defamatory, derogatory or offensive toward coworkers or other persons, even if those people are not directly identified.
- In all circumstances, employees are reminded to exercise common sense and good judgement in the use of Social Media. They should always be respectful about the privacy of individuals with whom they have contact or about whom they have information as a result of working with the Salt Spring Island Fire Rescue.
- Once something is posted in Social Media, control over the Content of that posting may be lost forever. Employees should presume that this will occur and behave accordingly.

EMPLOYEE RESPONSIBILITIES

Obtaining Approval to Posting Content

Prior to posting on a Social Media site on behalf of Salt Spring Island Fire Rescue, employees must have permission from the Fire Chief or designate.

Posting Content on SSIFR Social Media Sites When representing SSIFR on Social Media, employees are expected to communicate in a respectful and professional manner and in accordance with all department policies.

Employees are not permitted to discuss personal or confidential information on Social Media sites, whether through public posts or private messages.

Employees are prohibited from engaging in Inappropriate Use on Social Media Sites that directly associates SSIFR.

All members have an option to not have their photos posted or from being tagged on our department social media sites. Default authorization allows SSIFR to post images of our membership and tag your social media handle to images.

Reference:

- SSIFR Pledge
- SSIFR Code of Conduct
- SSIFR Social Media Liability Release Form

Related Guidelines:

[Media Relations](#)

[Code of Conduct](#)

[Helmet Camera](#)

Use of Information Technology Resources OG 1.35.00

Administration

Effective Date: 2020

Last Revised:

Approved: Fire Chief Arjuna George



Purpose: The purpose of this operational guideline is to confirm to all the District staff what is acceptable what is unacceptable in using Information Technology Resources owned by the District.

Scope: All Fire Rescue Personnel

Policy: xx

Procedure: The purpose of this operational guideline is to confirm to all the District staff what is acceptable what is unacceptable in using Information Technology Resources owned by the District.

- The use of Information Technology Resources for the purposes other that stated in the policy is always prohibited. Prohibited activities include but are not limited to private business activities; gambling; viewing of pornography, racist, hate, or otherwise offensive materials; and entertainment-orientated multimedia.
- The District reserves the right to monitor and inspect any activities taking place on District resources, including E-email traffic, in order to ensure compliance with this policy.
- The District also reserves the right to monitor E-mail for size and content to ensure system integrity, and to maintain the systems effectiveness.
- All Internet uses are subject to the same specific prohibitions listed in paragraphs above.
- Noncompliance with this policy could result in discipline, up to and including dismissal.

INFORMATION TECHNOLOGY SECURITY

To provide framework for Information Technology security procedures:

- The Information Technology service provider (ITSP) shall devise, and periodically review, a system to classify data depending on need-to-know, and sensitivity.
- The ITSP will ensure all security of records are established and governed in accordance with the Freedom of Information and Protection of Privacy Act.
- The ITSP will endeavor to protect all classes of data from unauthorized or accidental alteration, deletion, or additions, and virus infection.
- The ITSP will endeavor to protect all secured data from authorized viewing and control all application security.
- Requests for access or increase access to application is to be initiated by the Fire Chief or user's supervisor to ensure that the access request is based on the user's role and responsibility and to ensure appropriate segregation of duties. User access privileges are to be reviewed periodically by the ITSP.
- Final approval of request(s) for access must be given to the Fire Chief or Corporate Administrator depending on who has responsibility for the data or application.
- The ITSP will ensure that all classes of data are secured from destruction.

- Portable information technology assets (including laptop computers, personal digital assistants, and computer screen projectors) shall be assigned to a designated custodian, who is responsible for the physical security of that asset.
- District staff should not connect, or cause to be connected, any device which provides access to the District's computer network, without the consent of the ITSP. This includes but is not limited to modems and wireless data transceivers.
- The ITSP will receive all change of status of employment notifications to allow proper security access measures to be taken.
- The ITSP will ensure that all archive data and records will be maintained in a manner that ensures access will be achievable.

HARDWARE AND SOFTWARE

The purpose of this procedure is to provide a framework for Information Technology service levels, establish authority for hardware and software purchases, and set the expectations for all District as to the type of support they can receive.

- No computer software will be purchased for the District without prior approval from the ITSP.
- No unlicensed software will be installed on the District's Information Technology resources by any person.
- No software downloaded from the Internet or received by E-Mail will be installed on the District's Information Technology resources by any person other than by the ITSP, except when the software contains emergency fixes for the software already legally licenses and the said software use is authorized.
- No computer hardware (including peripherals) will be purchased for the District without approval from the ITSP.
- No hardware will be connected to the District's Information Technology resources without approval from the ITSP.
- The ITSP will test all new hardware and software for compatibility before approval.
- The ITSP will not approve hardware or software purchases when existing and available
 - resources with equivalent functionality have already been approved.

SYSTEMS TECHNOLOGY

Technologies used by the District will change over time but with a data base describing what is presently utilized will provide the District with a standard with which to evaluate proposed new systems and applications, maintain compatibility, minimize support costs, and reduce training requirements.

- The ITSP will compile periodically a Technology Architecture Document which describes information technologies used and supported by the District.
- The Technology Architecture Document will include descriptions of desktop, server, network, database, data exchange and applications (including but not limited to, word processing, spreadsheet, presentation, scheduling and E-mail).

DISASTER RECOVERY

The District will have a protocol which provides a framework for recovery in the event of an IT disaster. Administrative procedures would cover storage of user data, backup off-site storage, critical server redundancy, network redundancy, and contingency plans for business continuity at an alternate location.

- The ITSP will compile and periodically review a Disaster Recovery Plan.

- Operational aspect of the Disaster Recovery Plan will be tested at least once annually, as resources permit.
- The Disaster Recovery Plan shall list all the Information Technology resources critical to the continuation of service, by: Hardware, Applications, Data and Network.
- The Disaster Recovery Plan shall describe the District's vulnerabilities for each of these resources.
- The Disaster Recovery Plan shall describe the procedures to recover from a failure, loss or destruction of any listed resource.
- The ITSP will maintain a secure copy of the District's data in a location other than the main worksite- Ganges Fire Hall No. 1, and this secured data will never be more than eight days old.

PROJECT MANAGEMENT

Information Technology capital projects other than for routine maintenance and upgrading of existing software and hardware or the routine scheduled replacement of hardware will have a designated project manager who will bare overall responsibility for the project and who will statue reports to an appropriate body at least monthly until the project has been completed. The ITSP will normally be the project manager.

Reference:

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Related Guidelines:

Cyber Security – Data Breach OG 1.35.01

Administration

Effective Date: August 16, 2006

Last Revised: December 11, 2017



Approved: Fire Chief Arjuna George

Purpose: To establish practices to prevent data breaches on organizational computerized equipment and software.

Scope: All Fire Rescue Personnel

Policy: xx

Procedure:

Using electronic communications for business transactions and providing public services is increasing, however so are data breach incidents. Data breaches can be the result of innocent errors, intentional staff maliciousness or outside hackers. Cyber risk typically involves the potential for loss, or other damages from electronic exposure that could impact our emergency service organization and the public customers we serve. Activities that create cyber risk include:

- Patient Care Reports (First Responder Forms and Incident Forms)
- Credit card data collection and online payment processing
- Data storage online and on personal computers
- Business partners and contractors that have access to data (3rd Party)
- Social Media sites that collect and display private information.

There are several important steps that a public entity can take to help protect public and personal information.

- Keep Only What You Need. Reduce the volume of information you collect and retain to only what is necessary. Minimize the places you store personal data. Know what you keep and where you keep it.
- Safeguard Data. Lock physical records in a secure location and restrict access to employees who need to retrieve private data. Consider employee background checks. It may be beneficial for vendors/contractors (who touch your systems or data) to undergo due diligence as to their own information security practices and to provide an insurance certificate that includes cyber liability coverage. Consider language in service contracts for defense and indemnity in the event of a mishap that impacts your data. Use language that specifies the contractor will notify you of any breach in a timely manner.
- Destroy Before Disposal. Cross-cut shred paper files before disposing of private information. Also destroy CDs, DVDs and other portable media. Deleting files or reformatting hard drives does not always erase data. Instead, using software designed to permanently wipe the drive or physically destroying the drive may be better options.
- Update Procedures. Using Social Security numbers as employee IDs or client account numbers is not recommended. If you currently do so, consider an alternative ID system.
- Train Employees. Establish a written policy about privacy and data security and communicate it to all employees. Educate them about what information is sensitive and their responsibilities to protect that data.

- **Control Use of Computers.** Restrict employee use of computers to business. Consider blocking access to file sharing peer-to-peer Web sites, inappropriate Web sites and unapproved software.
- **Secure All Computers.** Implement password protection with a condition to re-logon after a period of inactivity. Train employees to never leave laptops or PDAs unattended. Restrict tele-working to company owned computers with non-generic passwords that are changed regularly and not shared by systems administrators.
- **Keep Security Software Up To Date.** Keep security patches for your computers up-to-date and apply default settings on new servers. Firewalls and anti-virus software are beneficial.
- **Encrypt Data Transmission.** Data encryptions may be an option to consider. Try to avoid using Wi-Fi networks as they may permit interception of data.
- **Manage Use of Portable Media.** Portable media such as DVDs, CDs and USB flash drives, are susceptible to loss or theft. . Encrypting laptops if sensitive data is housed on the device is also an option.
- If a data breach occurs, it is important that the public entity tries to quickly reduce the potential damage and reduce the flow and distribution of data. React immediately and carefully follow the breach incident response plan and determine the nature of the problem. Outside forensic computer investigators and a privacy lawyer (aka Breach Coach) could be beneficial to the organization. Some forensic service vendors also can assist with data recovery and restoration.

Reference:**Related Guidelines:**

Clean Desk Policy OG 1.36.00

Administration



Effective Date: September 19, 2019

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: In the course of performing your job duties, you may be asked to handle, use, access, and store personal data about Salt Spring Island employees or civilians. All employees must be mindful of the need to keep this information secure. In addition to being required by the British Columbia Personal Information Protection Act (PIPA) and other laws, maintaining data security is a moral obligation necessary to protect the reputation and the trust of our employees and the public.

Scope: All Fire Rescue Personnel

Policy: The purpose of this policy is to establish and ensure employees follow standards for maintaining a “clean desk” to safeguard the security of personal data at their workstation. Maintaining a clean desk is vital to prevent third parties from accessing, viewing, copying, or using it without authorization.

Procedure:

Definition of personal data

For the purposes of this policy, personal data means information in electronic, paper or any other media such as photographs or video which can be used to identify a specific individual either directly or in combination with other information. This includes but is not limited to sensitive information such as details about a person’s physical or mental health, religion, race or ethnicity, sex life, political views and criminal convictions.

Maintaining a clean desk means, at a minimum, ensuring that all personal data on your desk or in your workstation is secure before leaving work at the end of your shift or for extended periods during their shift, including (without limitations) that:

- Personal data is not left on desks, tables, or work surfaces.
- Personal data is stored in securely locked drawers or filing cabinets.
- Personal data is not left on whiteboards, bulletin boards or other surfaces.
- Personal data is not left in printers, or photocopies
- Computers are completely logged off.
- Keys to doors, drawers or file cabinets should be secure and not left out in the open
- Wastepaper with personal information should be shredded.
- CDROM’s, USB drives or other materials containing personal data are destroyed.
- Supervisors are responsible for monitoring employee compliance with this policy.
Employees must report any actual or suspected breaches of this policy to their supervisor as soon as possible after becoming aware of them.

Reference:

- The Freedom of Information and Protection of Privacy Act
- Personal Information Protection Act

Related Guidelines:

Mail / Freight Receiving OG 1.36.05

Administration

Effective Date: 2020

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: xx

Scope: All Fire Rescue Personnel

Policy: x

Procedure:

Under Development

Reference:

- The Freedom of Information and Protection of Privacy Act
- Personal Information Protection Act

Related Guidelines:

Information Disclosure to Police OG 1.37.00

Administration



Effective Date: December 11, 2017 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish a procedure for securing, retaining, and accessing fire department records.

Scope: All Fire Rescue Personnel

Policy: All records kept for Fire Department business are to be retained in a secure location at the fire hall, unless otherwise indicated by Policy.

Procedure: Salt Spring Island Fire Rescue will adhere to the following basic record retention schedule.

Statute or Legally Mandatory Disclosures

- Disclosure of a stab wound that is not reasonably believed to be self-inflicted / unintentionally inflicted and all gunshots. Report to police only if the patient is NOT being transported by BCAS.
- Duty to Warn is an obligation under FIPPA and common law. In a duty to warn situation a patient must pose a significant risk or danger to a specific person's health or safety, or an immediate risk to public safety. A verbal disclosure to the Police is required.

Discretionary Disclosures (with mandatory exceptions notes)

Staff attending / supporting an attempted suicide incident (verbal disclosure) Generally disclosure is not authorized unless one of the following circumstances apply:

- The patient is threatening to attempt suicide (mandatory disclosure)
- The patient has attempted suicide and is refusing treatment or transport and continuity of care is at risk (mandatory disclosure)
- The patient is acting in a manner likely to endanger the safety of responders or others (mandatory disclosure) * NOTE If a patient is unconscious from a suicide attempt and they are not reasonably likely to endanger the safety of responders or others then disclosure is NOT AUTHORIZED.
- There is a weapon on scene that could threaten the safety of the responders and others.

NOTE: Provide only the information needed for the specific purpose of health, safety or to coordinate services.

SSIFR Staff observing / hearing a crime or victim of crime (Verbal disclosure)

If a patient is involved in the crime / victim of crime: Patient consent is not required. Disclosure is authorized if the crime is of violent nature. Seek police support without delay if there is a crime in progress.

If not, personal information is involved in the disclosure: Disclosure is authorized such as witnesses an individual throwing a rock through a store window.

If personal information is involved in the disclosure but it does not pertain to a First Responder or fire event. Disclosure is authorized if there is an imminent risk to public safety.

To reduce the risk of domestic violence

Generally, disclosure is not authorized as it is exclusively the victim's choice as to when to involve the legal system unless there is a child living in the home, in which case the reporting would be mandatory.

Other

Disclosure is authorized in situations when there is: a threat of violence that endangers or may endanger a first responder or the public; serious industrial accident; potential disaster situations; access issues that may require forced entry, medical alarm activation at a confirmed location, Multi-Casualty Incidents (MCI) and Motor Vehicle Incidents (MVI) with injuries. Generally, information in this section is disclosed for police to coordinate / provide services or for safety purposes.

Requests from Police

Is Disclosure Authorized?

Patient Health Information: Prognosis, or extent of injury, medical history, and health status. This type of personal information may be disclosed verbally at the scene:

- to assist in a specific law enforcement investigation.
- In relation to a person under the Mental Health Act, on a need to know basis, for care and safety purposes.

Patient's current or recent admission status / location

Patients contact information

Police seek to locate a suspect or victim

- SSIFR staff may disclose patient personal information to police at the scene if all of the following apply:
- It can be determined that the requester is bona fide law enforcement
- There is a specific law enforcement investigation going on (Active file number required). NOTE: for disclosures under the Mental Health Act an active file number is not applicable.

First Responder Form (Patient Record)

A physical release of the FR Form to Police.

- NOT AUTHORIZED
- Direct the requester to the Salt Spring Island Fire Protection District Freedom of Information Officer (District CAO)
- Refer to previous section for disclosing information verbally in instances when police require information immediately.
- Police may view the First Responder form if the criteria in the Patient health section is met.

If you are unsure if a disclosure of information is appropriate and ambulance is on scene, direct all questions from Police to BCAS staff.

If you release any information and that meets the requirements outlines in this policy, the Police File number and information released shall be documented on the First Responder form and the incident form.

Reference:

- The Freedom of Information and Protection of Privacy Act
- Gunshot and Stab Wound Disclosure Act

Related Guidelines:

Fire Apparatus Design and Construction OG 1.38.00

Administration



Effective Date: December 11, 2019 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To develop, per National Fire Protection Association (NFPA) standards, operational uses and performance requirements for new apparatus.

Scope: Fire Rescue Management and Specification Committee

Policy: All SSIFR apparatus shall be constructed and designed from best practices and our operational needs.

Procedure: It is the primary responsibility of the fire chief to ensure all SSIFR apparatus are designed to meet today's safety standards and the needs of service.

The follow National Fire Protection Association (NFPA) standards shall be used to guide the design and purchase of all fire apparatus.

- NFPA 1901: Standard for Automotive Fire Apparatus and Apparatus Purchasing Specifications
- NFPA 1906: Standard for Wildland Fire Apparatus
- NFPA 1911: Standard for inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus
- NFPA 1912: Standard for Fire Apparatus Refurbishing

Reference:

- NFPA 1901: Standard for Automotive Fire Apparatus and Apparatus Purchasing Specifications
- NFPA 1906: Standard for Wildland Fire Apparatus
- NFPA 1911: Standard for inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus
- NFPA 1912: Standard for Fire Apparatus Refurbishing

Related Guidelines:

Common Terms OG 1.90.00

Administration



Effective Date: November 27, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish a guide to common terminology used by SSIFR and the fire service.

Scope: All Fire Rescue Personnel

Policy: The following terminology guide should be used for training and operations.

Procedure: Salt Spring Island Fire Rescue will adhere to the following basic record retention schedule.

Common Terms

- **ROOM AND CONTENTS FIRE** – A fire in a building compartment that involves the space and contents including furnishings, paint, floor covering and any other contents. The fire has not yet extended into the walls, roof or structure of the building.
- **STRUCTURAL FIRE** - A fire that has spread beyond that of a room and contents fire. At this stage fire is now involving the structural components of a building such as: roof supports, walls, floors and other components, that when intact are designed to help the building overcome gravity. Localized or catastrophic collapse should now be considered.
- **EVACUATE** – A verb used to describe removing occupants (civilians) from a building or occupancy.
- **WITHDRAW** – A verb used to direct fire crews to (with urgency) to gather equipment, hose lines etc. and leave an area or building. Commonly used when deciding to make a strategic change on the fire ground, switch operational modes, or deciding to write off a structure or building.
- **ABANDON** – A verb when used on the fire ground is an immediate action message to fire fighters to get out of a building or area to safety. Similar to ships' captain issuing an order to "Abandon Ship." This is an emergency message indicating an extreme immediate action or the consequences will be dire.
- **MAYDAY** – A term intended to get immediate attention when said over the radio, used to indicate a firefighter emergency or potential firefighter emergency.
- **AIR TRACK** – This is the chosen ventilation path of air through a structure, from the entrance to the exit port. Continual air track monitoring is critical to a safe and efficient PPA Attack.
- **HI VOL** – 4 inch supply lines.
- **RECREATION TIME** – Safe time for an interior fire attack based on fire conditions and structural integrity.
- **MARGINAL CONDITIONS** – Interior fire attack and search at or near the end of the recreation time period. Also used during an initial report to indicate "concern" when describing conditions.
- **PENCIL** – Controlling the fire from an exterior position by utilizing a straight stream that is applied in short bursts. The intent is to "darken down" the fire without either upsetting the thermal balance or creating pressure through excess steam production. "Turning back the fire

clock” will allow crews the time to properly set up for interior attack. Potentially this tactic delays the development of the fire from “a room and contents fire” to a “structural fire.”

- **COMBINATION ATTACK** – utilizing an exterior fire attack line prior to entry for interior fire control operations. This generally involves penciling the fire.
- **PPA** – Utilizing ventilation in concert with fire attack.
- **PPP** – Pressuring a “box” in order to inhibit the spread of fire from an adjoining “box”. The theory is that fire will generally travel from a high-pressure area to an area of lower pressure.
- **PPV** – A post fire control tactic used to remove nuisance smoke or other products from a building or space. PPV may be also **used** to describe a gas-powered fan “a PPV fan” however that same PPV fan can be used for different tactics such as: PPA, PPP or PPV.
- **BENCHMARKS** – Predetermined milestones that signify progress on the fire ground. Examples of these benchmarks include: “fire knocked down”, “all clear” and” fire under control.”
- **SOFTENING THE EXTERIOR OF A BUILDING** – Measures that are taken by RIT in order to gain access to a structure. The purpose for this access is to provide a secondary means of egress for interior companies.
- **HARDENING THE EXTERIOR OF A BUILDING** – Defensive control measures that are also commonly referred to as “surround and drown.” Hardening the exterior involves the use of master streams that are positioned outside of the collapse zone, for the purposes of fire control.
- **STRATEGIC MODE** – A clear statement of strategic mode is critical to safe fire ground operations. Action plan tactics are based on the chosen strategic mode. The options are: offensive, transitional, defensive or non- intervention.
- **OFFENSIVE MODE** – An operational mode used to indicate that firefighters are going to enter a building and aggressively fight a fire or perform a rescue.
- **TRANSITIONAL MODE** – An operational mode used when an incident commander or first arriving fire officer is thinking of entering a building to fight a fire or perform a rescue. Transitional typically means that attack or rescue is slightly delayed as in when: waiting for another company for back-up, or to perform RIT, or waiting for water supply, or for size-up to be completed. In short, the IC is thinking about entering (for any number of reasons) but is waiting for resources or reconnaissance.
- **DEFENSIVE MODE** – An operational mode used when the fire is past the point at which entry would be considered possible. Used to mean that the fire is going to be fought from the outside and exposure(s) protected.
- **STRATEGIC GOALS** – Prioritized strategic goals must be formulated prior to the development of tactical assignments. Strategic goals are broad based objectives that commonly answer the question “What needs to be done?” Rescue is an example of a strategic goal. The commonly used acronym for determining strategic goals is RECEOVS.
- **TACTICAL OBJECTIVES** – Tactics are more specific than strategies but are based on strategic goals. Tactics commonly answer the question “How are we going to accomplish this goal?” For example, a “right hand primary search” could be a tactic that would be chosen to support the strategic goal of rescue.
- **TASK LEVEL ASSIGNMENTS** – The task level involves the “doing part” of the action plan. This is based primarily on training, Operational Guidelines and established practices. Task level assignments also answer the questions “Who is going to do it and what will they need?” An example would be “Engine Four’s Company will conduct the primary search on the second floor with a charged hose line.”

- **RAPID ATTACK MODE** – This mode is sometimes broadcast at the end of the initial report or on an early update. This message signifies that the first arriving company officer has decided on an immediate aggressive interior attack.
- **VVDC** – The four characteristics of smoke that are critical to smoke reading (volume, velocity, density and color)
- **BLITZ LINE** – A 2-1/2-inch pre-connected attack line.
- **FIRE KNOCKED DOWN** – The point at which all visible fire has been extinguished from a room, but extension may still be an issue.
- **FIRE STRUCK** – Occurs after knock down. All possible routes of extension have been checked and the fire attack team is convinced that the fire is out.
- **LOSS STOP** – All possible measures to limit damage to a structure and its contents have been taken.
- **DIAGNOSTIC SPACE** – The space that is left unsealed at the top of entrance port during PPA fire attack. This space is approximately one foot in depth. The purpose of the diagnostic space is to assess fire conditions inside the structure and to gauge the effectiveness of the air movement through the tract.
- **WIND DRIVEN FIRE** – This situation occurs during windy conditions when the exit port for the fire is on the windward side. The prevailing wind easily overcomes the PPA attack resulting in increased heat release rates and untenable temperatures for firefighters. Fire can overcome advancing fire attack teams.
- **FLOW PATHS** – Can be defined as the movement of heat and smoke from higher pressure within the fire area to all other low-pressure areas both inside and outside of the fire building. For firefighters, understanding how fire and smoke move throughout a building and the concept of flow paths is critical. One of the most dangerous places for a firefighter to be is between the fire and where the fire is going.
- **UNIDIRECTIONAL FLOW** – When heat and fire gases are moving in one direction through a building (either in an opening or out an opening/exhaust) such as a door or window, then that flow is said to be unidirectional or moving in one direction. Simply stated a unidirectional flow can be described as, only heat out; or just fresh air in based on other openings or vent points.
- **BIDIRECTIONAL FLOW** – When heat and fire gases are moving in more than one direction through a building (either in an opening or out an opening/exhaust) such as a door or window. Simply stated a bidirectional flow can be seen when heat and fire gases move out the top of an opening such as a door or window and cool fresh air can be seen moving in the bottom.
- **NEUTRAL PLANE** – The separation between the Over-Pressure region and the Under-pressure regions developed in a compartment fire (sometimes referred to as the smoke/air interface). The neutral plane can be seen quite clearly when thermal balance exists in the fire compartment.

Reference:

Related Guidelines:

Operations (2.00-2.99)

Personnel Risk (Rules of Engagement) OG 2.01.00 Operations



Effective Date: August 13, 2003

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish personnel risk guidelines for emergency scene operations. To identify the rules of engagement and risk management.

Scope: All Fire Rescue Personnel

Policy: Salt Spring Island Fire Rescue is committed to extending every possible effort to saving a life and protection of property within the Salt Spring Island Fire Protection District. Firefighter safety is our priority at any emergency. SSIFR will attempt to protect a life first, then property, then the environment. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure: All fire and rescue operations involve an inherent risk to our firefighters. All feasible measures shall be taken to limit or avoid these risks through risk assessment, constant vigilance and the conscientious application of safety policies and procedures. It is the responsibility of the Incident Commander to evaluate the level of risk in every situation on a continual basis.

We WILL risk our lives a lot, in a calculated manner, to save SAVABLE lives.

We WILL risk our lives a little, in a calculated manner, to save SAVABLE property.

We WILL NOT risk our lives at all for lives or property that are already lost.

This risk management profile will be applied to all emergency incidents and will be continually re-assessed throughout the incident operation.

When considering the survival profile of any victim, members must consider the conditions present in the compartment or area of fire conditions or other conditions affecting survival. Rescuers should consider the notification time, dispatch processing time, response time, and time on scene as part of the survivability calculation.

The Ten Rules of Engagement:

Acceptability of Risk

- No building or property is worth the life of a firefighter.
- All interior firefighting involves an inherent risk.
- Some risk is acceptable in a measured and controlled manner.
- No level of risk is acceptable where there is no potential to save lives or savable property.
- Firefighters should not be committed to interior offensive firefighting operations in abandoned or derelict buildings with no occupants inside.

Risk Assessment

- All feasible methods should be taken to limit or avoid risks through risk assessment by a qualified officer
- It is the responsibility of the Incident Commander to evaluate the level of risk in every situation.
- Risk assessment is a continual process for the entire duration of an incident.

- If conditions change, and risk increases, change strategy and tactics.
- No building or property is worth the life of a firefighter.

Reference:

- SSIFR Operational Guidelines
- Occupational Health and Safety Regulations WorkSafe BC
- IAFC Ten Rules of Engagement
- Everyone Goes Home Program

Related Guidelines:

Situational Awareness

Structural Firefighting Strategies

IDLH and Structural Entry Requirements

Incident Command



Chief Officer Notifications OG 2.01.05 Operations

Effective Date: January 1, 2020 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To identify the types of calls for which Chief Officers are to be notified.

Scope: Incident Commanders, Staff, and Duty Officers.

Policy: The appropriate personnel are to be notified for the following:

Condition Action

Type of Call	Contact	Notification Priority
Death by fire –	Fire Chief/ RCMP	HIGH
Serious injury by Fire	Fire Chief	HIGH
Suspicious Fire	Fire Chief / RCMP	HIGH
Definite Arson Fire	Fire Chief / RCMP	HIGH
Serious Firefighter Injury	Fire Chief	HIGH
Mutual Aid	Fire Chief	HIGH
Inter-Agency	Fire Chief	MOD
Major Fires	Fire Chief	HIGH
Call Outs (ESS/GSAR)	Fire Chief	LOW
Request EOC activation	Fire Chief	HIGH
Major Equipment Issue	Fire Chief	MOD
Major Fire Hall Issue	Fire Chief	HIGH
Major Apparatus Issue	Fire Chief	HIGH

Procedure:

If the criteria meet the listed conditions in this guideline's notification of the Fire Chief or his designate is required as soon as possible. This provides clarity on when to inform the fire chief on certain events and outcomes.

Decision Making Model (Fire Chief Unavailable) OG 2.01.06 Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide a standard decision-making model within the Fire District when the Fire Chief is unavailable and unreachable. In order to provide immediate quality service and maintain public esteem, this decision-making model will be followed.

Scope: All Fire Rescue Personnel

Policy:

Attempt to contact the Fire Chief utilizing:

1. **Cell Phone**
2. **Personal Landline Home Phone**
3. **Fire Page via Fire Dispatch.**

If that is not successful and you feel a decision needs to be made immediately consider the following:

- **Consider public image and do what is right**
- **Consistency is good**
- **Two heads are generally better than one, collaborate with other officers on the matter**

Procedure:

Administrative and / or Political Issues:

Consult with the District CAO, or Board of Trustees Chair

Fire Prevention Issues:

Consult with the Fire Inspector on duty, or Duty Officer

Fire Operations Issues:

Consult with the Officer on duty, or Duty Officer

Reference:

Related Guidelines:

Incident Command OG 2.02.00

Operations



Effective Date: August 13, 2003 Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish guidelines that will accomplish the following.

- Fix the responsibility for Incident Command on a certain individual through a standard identification system depending on arrival sequence of members, vehicles and officers.
- Ensure that strong, direct and a visible command presence will be established as early as possible.
- Establish an effective framework outlining the activities and responsibilities of Command
- Provide a system for orderly transfer of Command.

Scope: All Fire Rescue Personnel

Policy: All incidents, emergency or non-emergency shall have an incident commander established as soon as possible. This guideline follows British Columbia Emergency Management System (BCEMS)

Procedure:

- The Incident Command is responsible for the command function at all times. As the identity of the Incident Commander changes, through transfers of command, responsibility shifts with the title. The term Command in this procedure refers jointly both to the person and the function.
- Function assigned to the Incident Commander include the following specific responsibilities:
 - Identify and establish strategic goals and objectives
 - Initiate the Incident Command System
 - Assign and delegate functions appropriate for the magnitude and nature of the incident.
 - Summon additional resources as required.
 - Organize, coordinate, direct and control activities and operations essential to the plan.
- The first SSIFR member/ vehicle to arrive at an emergency incident shall give a size up and assume command by giving a formal radio announcement and remain in command until relieved by a ranking officer (if required) or until the incident is terminated. Incident Command shall be used for all responses except for Duty Officer single resource incidents.
- The member assuming command must broadcast a radio report that shall include the following.
- Unit/portable identification on the scene, confirming location and assumption of command.
 - Incident Size Up and report. (360-degree survey)
 - There are generally three modes.
 - Nothing showing and investigating,
 - Working Fire and attack mode,
 - Command Transfer (pass command) for when immediate rescue situations are required.
 - Operations (Offensive, Defensive, Transitional)

- The radio designation “Command” will be used with a brief description of the incident location, i.e. “McPhillip’s Command”. At no time shall a building name be used as a command designation. It shall only be known by street or road name.
- All responding units will be in contact with the Incident Commander upon nearing the incident, giving the following information.
 - Unit Name e.g. Engine 1
 - Manpower e.g. Three Fire Fighters on board
 - Location e.g. Corner of Mobrae and Agar
- When advised to “Stage” the unit officer shall stage the apparatus as determined by the Incident Commander from the emergency incident. All fire fighters shall stay with the vehicle and await assignment by the Incident Commander.
- The Incident Commander is responsible for the following tasks as required by the circumstances of the emergency within his/her judgment.
 - Rapid 360 Degree size up (e.g. what is happening know)
 - Transmit initial report (e.g. working fire side alpha, no victims)
 - Assume command position (e.g. where are you –Bravo side)
 - Plan of attack (e.g. offensive, defensive, where and how)
 - Incident Action Plan

Ongoing

- Assign units as required
- Develop an Incident Action Plan.
- May act as Safety Officer if one is not appointed.
- Ensures an Accountability system is established & set up for all incidents.
- Ensure a RIT team is established if required for personnel working in IDLH environments.
- Provide continuing overall command and progress within the framework of fire ground procedures until relieved by a ranking officer.
- Assign sectors, groups, and / or divisions.
- Review and evaluate attack efforts and revise the plan of attack as needed.
- Request and assign additional units, mutual aid, or other agencies as required.
- Return companies to service and terminate “Command.”
- The Incident Commander is responsible in co-ordination with the Duty Officer to ensure the incident report, and all required documentation is completed.
- It will be the responsibility of Command to develop and maintain an organized structure utilizing standard operating procedures as soon as possible after arrival and implementation of initial tactical control measures. The size and complexity of the organizational structure will be governed by the complexity of the incident.
- At the conclusion of the incident the Incident commander shall contact fire Dispatch and report “Command is terminated”.
- The Incident Commander is responsible for completing all required paperwork and report documentation.

Reference:

- BCEMS
- Incident Command System (ICS)

Related Guidelines:

Accountability
Vehicle Repeater System (VRS)
Critical Benchmarks
Staging
Situational Awareness
Personal Risk (Rules of Engagement)
Incident Safety Manager
Mutual Aid Response
Emergency Abandonment
MAYDAY Protocols
Firefighter Rehab
IDLH and Structural Entry Requirements
Response to Single Family Residences
Response to Structures with Automatic Sprinkler Systems
Chimney Fire Responses
Fire Suppression – Clandestine Drug Facilities
Fire Suppression – Grow Ops

BLANK OG 2.02.01

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: x

Scope: x

Policy: x

Procedure:

Reference:

Related Guidelines:

BLANK OG 2.02.02

Operations

Effective Date: November 25, 2017

Last Revised:



Approved: Fire Chief Arjuna George

Purpose: x

Scope: All Fire Rescue Personnel

Policy:

x

Procedure:

x

Reference:

Related Guidelines:

Accountability OG 2.03.00

Operations



Effective Date: August 12, 2003 Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To establish the process and responsibility for personnel to conduct, follow and manage the accountability system for all emergency incident personnel.

Scope: All Fire Rescue Personnel

Policy: The accountability system shall be established at every responding incident, during training and for non-emergency activities. Firefighter accountability is an integral part of the Incident Management System of the Salt Spring Fire Rescue.

Procedure: For large scale events where the span of control is maximized, the Incident Commander may appoint an Accountability Officer to assist in the management and accountability of the scene personnel.

Each firefighter shall be issued two accountability name tags with their PPE. Each fire service rank has a corresponding accountability tag colour. Chief Officer's tags will be white, qualified Officer's tags will be red, Interior and Full-Service Firefighter's tags will be yellow. Exterior level Firefighters and FIT's who have not been approved for interior operations will be identified with a black name tag.

When responding in an apparatus the officer collects one accountability tag from each firefighter and position them on the apparatus's Passport. The passport is given to Command, Staging Officer (if assigned), or the Accountability Officer (if assigned) upon arrival.

Firefighters responding directly to the incident shall provide the Incident Commander, Staging Officer or Accountability Officer (if assigned) with his/her accountability name tag. No firefighters on the scene shall be operating without checking into command first. All unassigned fire personnel on scene will stage themselves at the default staging area typically behind the first in Attack Engine and wait there for an assignment. Command may alter the staging area depending on circumstances.

Apparatus Operators must also be accounted for on the Status Board even though their accountability tags may not make it to Command. The Status Board should also account for any outside agencies requested by SSIFR.

The accountability board is to be used to organize and manage personnel in conjunction with the Incident Commander. Not all scenes will require the activation of the accountability system.

Reference:

- Occupational Health and Safety Regulations WorkSafe BC
- SSIFR Operational Guidelines

Related Guidelines:

Incident Command

Working in Isolation or Alone OG 2.04.00 Operations



Effective Date: November 25, 2017 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure members are monitored in accordance to BC OHS regulations when working in isolation or alone.

Scope: All Fire Rescue Personnel

Policy: All personnel shall comply with the following protocol for monitoring the well-being of personnel tasked to work in isolation or alone. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

All personnel required to work alone or in isolation shall maintain radio communication with Fire Dispatch, Command, or a supervising officer at all times. Communication shall be established by radio capable of contacting dispatch.

Responding:

Personnel attending burn complaints, bush party fires, or non-emergency calls shall notify Fire Dispatch prior to attending that they are working alone. When possible, a marked fire department vehicle should be used in response. Dispatch shall be advised of the nature of the incident, address, and vehicle used in response.

On Arrival:

Contact Fire Dispatch and advise that you are on scene. If required to exit the vehicle, ask dispatch to monitor Ops1 and put you on a 10-minute timer. Check in with Dispatch if the incident requires more than 10 minutes and advise when clearing.

On Return to Fire Hall or Home Base:

Notify dispatch that you are clear, safe and off the air. The Duty Officer shall complete the appropriate paperwork required following the response.

Reference:

- BC OHS Regulations, Section 4 Part 4.20 through 4.22

Related Guidelines:

10 Minute Timer OG 2.05.00

Operations



Effective Date:

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: The 10 Minute is an important milestone to incident commanders with relation to fire damage and the structural integrity of a building. To assist the incident commander, the Incident Commander is to request a 10-minute timer.

Scope: All Fire Rescue Personnel

Policy: Activating timers and reporting to Incident Command

Procedure:

- Under-Development.

Reference:

- NFPA 1561

Related Guidelines:

Situational Awareness

Situational Awareness OG 2.06.00

Operations



Effective Date: October 26, 2001 Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish a program, training and guidelines for handling dangerous and / or violent emergency calls. All members shall practice situational awareness to maintain a safe response.

Scope: All Fire Rescue Personnel

Policy: All members shall be ultimately responsible for their own safety and to maintain a situational awareness on all responses, emergency or non-emergency. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- If the emergency scene is found to be violent or threatening, the Incident Commander shall withdraw firefighters to a safe area and stage until RCMP arrives.
- Command may establish a fire line to protect bystanders or responders from the dangerous situation.
- The incident report shall reflect the nature of the incident detailing all relevant information and RCMP file # if applicable.
- The Incident Commander may organize if needed a critical incident debriefing for attending members.

Reference:

- SSIFR Health and Safety Program
- NFPA 1500: Standard on Fire Department Occupational Safety and Health.

Related Guidelines:

Incident Command

Personal Risk (Rules of Engagement

IDLH and Structural Entry Requirements

RCMP Response to Illegal Activities

Scene Location and Designation OG 2.07.00 Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure understanding of scene locations and designations.

Scope: All Fire Rescue Personnel

Policy: The following scene locations and designations shall be used for incident size up and to identify areas within the fireground. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- The sides of a structure or incident shall be designated “Alpha”, “Bravo”, “Charlie”, and “Delta” with the “Alpha” side as a default being the street address side. If an incident does not have an address side, the “Alpha” side shall be located at the Command Post or as designated by the Incident Commander via radio.
- The “Bravo”, “Charlie”, and “Delta” sides of a structure or incident shall be named clockwise from “Alpha” side.
- The Command Post shall routinely be established on the side “Alpha” unless danger is present (i.e. smoke, wires down, etc.)
- The corners of a building or incident shall be designated as “Alpha-Bravo Corner”, “Bravo-Charlie Corner”, “Charlie-Delta Corner”, and “Alpha-Delta Corner”.
- An Officer reports routes of travel in the following ways: “Advancing from Bravo side to Charlie side” or “Searching from Alpha side to Bravo-Charlie corner”, etc.
- At larger incidents when the Incident Commander wishes to improve the span of control, the Incident Commander may create a “Division”
- The term “Division” identifies an Officer who is assigned responsibilities for all operations (rescue, exposures, confinement, extinguishment, etc. within a defined geographical area such as the “Charlie Side” of a structure. (i.e. Charlie Division).
- In multi floor buildings, an Officer who is assigned responsibility for all operations on a floor (rescue, exposures, confinement, extinguishment, etc.) is named according to the floor number (i.e. Division Floor 3)
- An Officer who is assigned for all operations of a roof operation or an underground floor (rescue, exposures, confinement, extinguishment, etc.) is named according to the area (i.e. Roof Division, Basement Division).
- When dealing with large complex structures, the Incident Commander may need to further define the large space by using quadrants.

Reference:

Related Guidelines:

Personnel Risk (Rules of Engagement)

Situational Awareness

10 Minute Timer

Incident Command

MAYDAY Protocols

Firefighter Rehab

IDLH and Structural Entry Requirements

Structural Firefighting Strategies and Tactics

Vent, Enter, Isolate, Search (VEIS) OG 2.09.00

Operations



Effective Date: 2020

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish criteria for the use of Vent-Enter-Isolate-Search (VEIS) practices. This is a HIGH RISK – LOW FREQUENCY event.

Scope: All Fire Rescue Personnel

Policy: These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- Under-Development

Reference:

Related Guidelines:

Situational Awareness

Request for EOC Activation OG 2.10.00

Operations



Effective Date: 2020

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide procedures on when and how to request the Emergency Operations Center (EOC) to be activated.

Scope: All Fire Rescue Personnel

Policy:

Procedure:

- Under-Development

Reference:

Related Guidelines:

Search and Rescue (GSAR-RMSAR Request) OG 2.10.01 Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish guidelines for request Ground Search and Rescue (GSAR) and/or Royal Marine Search and Rescue (RMSAR)

Scope: All Fire Rescue Personnel

Policy: If SSIFR requires additional support, resources they may request Ground Search and Rescue (GSAR) or Marine Search and Rescue (MSAR)

Procedure:

- SSIFR may request assistance from SAR volunteer groups to effect rescues where SAR volunteers can utilize techniques approved by EMBC policy.
- GSAR can be requested via Fire Dispatch or by cell to Duty Officer **250-526-0095**
- Eligible Land and Inland Water Rescue Activities:
 - May be initiated by SSIFR within the Salt Spring Island Fire Protection District.
 - Application of any of the SAR skills in support of response to an injured or stranded person in distress (i.e. Technical rope rescue)
- Ineligible SAR activities requested by SSIFR include:
 - Land and inland water SAR outside of the Fire Protection Area.
 - Domestic animal rescue
 - Searching
- Local GSAR and RMSAR are First Responder trained, and are able to assist with traffic control, and tactical evacuations.

Reference:

- Emergency Management BC (EMBC) Policy 2.12

Related Guidelines:

Situational Awareness

Duty Officer Response

10 Minute Timer

Fire Scene Release OG 2.11.00

Operations

Effective Date: 2020

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure that after an incident the property owner, occupant or their agent is fully aware of their responsibilities and this is acknowledged in writing.

Scope: All Fire Rescue Personnel

Policy: Prior to leaving a site at the conclusion of an incident, the Incident Commander will complete a Fire Scene release report.

Procedure:

- Under-Development

Reference:

Related Guidelines:

Incident Command

Duty Officer Duties and Responsibilities OG 2.13.00

Operations



Effective Date: February 18, 2003 Last Revised: December 4, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure that SSIFR shall respond and / or acknowledge all incidents, and that all members responding by themselves are as safe as possible.

Scope: All Fire Rescue Personnel

Policy: The Duty Officer shall be available to acknowledge all dispatched emergency calls and respond accordingly. When a Duty Officer responds as a single unit to any request for assistance, they shall maintain communications with Dispatch. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

Duty Officer Scheduling Procedure

- All qualified staff must submit their duty officer availability in Fire Manager by the 15th of each month for the following months shift assignment.
- Following the 15th of each month the duty officer shifts will be confirmed within seven days.
- In incidents that we need to backfill a duty officer shift due to sickness or other, a short notice duty officer procedure will be used.

Duty Officer Roles and Responsibilities

- Unless otherwise agreed upon SSIFR Duty Officer shifts start at 17:00, and end at 07:00 as per CBA. A verbal handoff from the day shift to the Duty Officer is required.
- The night duty officer must ensure the Battalion 1 is in service at Hall 1 for 07:00 pre-tripped and response ready, unless mutually agreed upon by the day shift.
- Battalion 1 must be pre-tripped a minimum of once per shift.
- It is the preference for the Duty Officer to respond in SSIFR uniform or SSIFR identifiable clothing.
- The Duty Officer shall be responsible for responding to all incidents during their shift, and be accessible by radio, cell, and or pager.
- Upon receipt of any page from dispatch the afterhours Duty Officer shall immediately respond. The Duty Officer shall repeat the incident message to Dispatch to ensure accuracy and any receive any other additional information. The Duty Officer shall repeat all response information and cross street on the Fire Ground radio channel.
- The duty officer may request a re-page, secondary page, or a cancel page.
- If a "Wait for Police" or other vital information is provided to the Duty Officer a second page out with the details shall be requested.
- The Duty Officer, if cancelled by other SSIFR responders shall monitor the radio until the incident is complete.
- After the incident is complete and all units are back in service, the Duty Officer shall notify Dispatch and forward any applicable information.

- The Duty Officer shall communicate with the Incident Commander to ensure all required forms, documentation and incident reports are completed at the end of the incident.
- The Duty Officer should inform Dispatch of Response Benchmarks. 1) Acknowledge call and responding, 2) First SSIFR Unit on Scene, 3) Clear of incident, 4) All units back in service.

Responding as a Single Unit:

- When a member responds as a single unit to a complaint or request for assistance, they shall monitor the dispatch channel and the fire ground channels.
- Upon arrival at the incident the member shall notify Fire Dispatch that they are on scene, giving the correct civic address and any other pertinent information. (i.e. "Fire Dispatch (Firefighter Name) is on scene at 960 Sunset Drive.")
- The Duty Officer shall request to be placed on a timer and after that time has expired Fire Dispatch will endeavor to contact the Duty Officer.
- If Fire Dispatch is unable to contact the Duty Officer a general page out will ensue advising other members that there is an overdue member at the last reported location.
- When the Duty Officer clears an incident, you are to radio yourself back into service when you safely return at your residence or station.

Reference:

- SSIFR Operational Guidelines
- SSIFR Response Matrix

Related Guidelines:

Incident Command

Response Protocol

Incident and Training Recording

Radio Communication

Duty Officer Qualifications

Wait for Police

10 Minute Timer

Duty Crew Responsibilities OG 2.13.01

Operations



Effective Date: February 18, 2003 Last Revised: August 12, 2010

Approved: Fire Chief Arjuna George

Purpose: The purpose of this guideline is to provide common terminology and action steps to be taken by firefighter(s) assigned as Duty Crews during Fire Department special events. Each member is expected to know, understand, and operate according to this guideline as situations arise.

Scope: All Fire Rescue Personnel

Policy: The members of the SSIFR will understand the roles and responsibilities of Duty Crew fulfillments. Each Duty Crew member must have full status as an interior firefighter.

Procedure:

- Understanding the Duty Crew role, position and limited resources relating to the reason(s) why they are in the Duty Crew position and for what duration.
- Each Qualified Member must meet the minimum requirements as outlined in this Guideline.
- Duty Crew Members shall maintain at a minimum a Class 5 or 3 Drivers License with Air, First Responder Level III, and Incident Command Level 1. Pump Operations are also a preference. Each member must be an active interior firefighter.
- The Duty Crew posting shall be posted in advance of the event and have members shall have equal opportunity to join the roster. The posting shall describe the times, and details. The Chief of Operations shall post the Duty Crew Notice.
- The Duty Crew wage is at the same rate as the current backfill firefighter rate.
- The SSIFR Duty Officer shall be responsible for coordinating responses with the assigned Duty Crew.

Reference:

-

Related Guidelines:

Member Pay Structure
Shift Work Qualifications

Apparatus Seat / Crew Assignment OG 2.13.02 Operations



Effective Date: January 1, 2020

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish a guideline for default apparatus seat assignments. The assignment will include tasks and responsibilities associated with that seat position.

Scope: All Fire Rescue Personnel

Policy: This guideline shall be used as a default seat and task assignment per seat. These guidelines may be altered for efficiencies by the Incident Commander or the Officer of the apparatus.

Procedure: The following are default assignments and task guidelines for each seat on our apparatus and for different emergency incidents. These guidelines are the basic task list, the Incident Commander or Officer of the apparatus may alter these assignments as needed.

At the beginning of each shift a crew assignment shall be given to each member on shift for the duration of the shift. The senior officer on shift shall designate the crew assignments and to be posted on the crew assignment board located in the Hall One truck bay.

- Crew assignments shall be rotated when possible to allow a mixture of assignments.
- If a member is assigned to an apparatus and a specific assignment, they shall be responsible for that task.
- Members assigned to an apparatus shall ensure they have their Personal Protective Equipment ready and / or on the apparatus. This includes all PPE and charged portable radio.
- Crew Assignments may need to be adjusted accordingly due to unforeseen circumstances from time to time.
- If a crew assignment has not been given, crews shall receive their assignment from the duty officer, or officer in charge at the time of the incident.

Engine 1 (Fire Responses)

- Front Left- Pump Operator / Driver – Driver, Pump Op, Secure Water, secure scene
- Front Right- Officer – Assume Command, 360, Broadcast Mode, Initiate fire attack
- Back Right- Firefighter 1 – Nozzle FF, Deploy hose, SCBA)
- Back Left- Firefighter 2 – Hydrant FF, Heel Firefighter 1, SCBA, Tools, TIC

Engine 1 (Motor Vehicle Incidents)

- Front Left – Pump Operator/Driver – Driver, Secure scene, set up tool cache, deploy hose if needed.
- Front Right- Officer - Assume Command, conduct 360, manage resources, secure traffic control
- Back Right- Firefighter 1 – Stabilize vehicle, patient contact, FR Attendant
- Back Left- Firefighter 2 – Tool set up, battery disconnect, glass removal, Auto Ex Ops.

Battalion 1 (Medical Responses)

- Front Left - Driver – Driver – Aid in BCAS positioning
- Front Right- Officer – Officer – Assume Command, Manage resources
- Back Right- Firefighter 1 – Lead First Responder attendant, FR kit, AED
- Back Left- Firefighter 2 – Back up to FR attendant, O2, Spinal Kit, Blanket, FR From (Scribe)

Reference:

- SSIFR Crew Assignment Board

Related Guidelines:

Duty Crew Responsibilities

Response Protocol

Personal Protective Equipment

Safe Operation of Fire Vehicles

Backing of Apparatus

Airbrake Pre-Post Trip Inspections

Apparatus Designations

BLANK OG 2.13.03

Operations

Effective Date: 2020

Last Revised:



Approved: Fire Chief Arjuna George

Purpose: XXX

Scope: All Fire Rescue Personnel

Policy: XXX

Procedure:

- Under-Development

Reference:

Related Guidelines:

X

Response Protocol OG 2.14.00

Operations



Effective Date: April 13, 2003

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish a general response protocol for all SSIFR personnel and apparatus.

Scope: All Fire Rescue Personnel

Policy: The response matrix shall be the default response protocol. Each hall has posted the matrix which should correspond to the matrixes in this guideline. Incident Command may alter the response as need for that incident. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

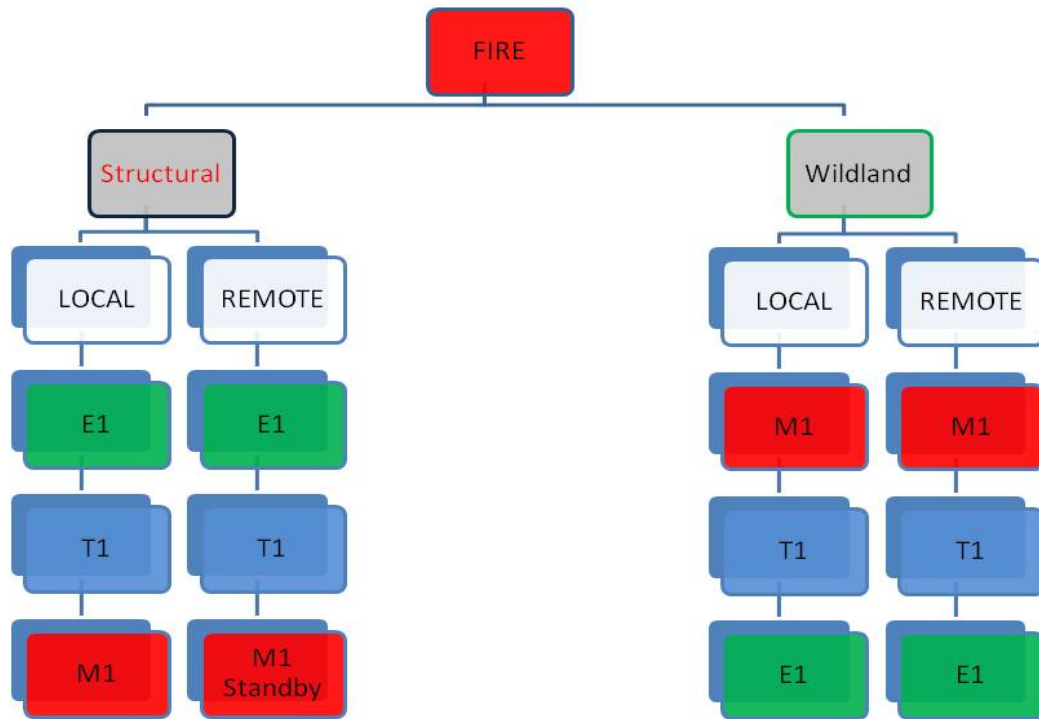
Procedure:

- All members shall be familiar with the SSIFR response matrix for both Fire and Rescue responses.
- If the incident is unusual in nature the responders may ask the Incident Commander if one has been established (or the Duty Officer if not) on what apparatus are needed to respond.
- All attempts should be made to first stop at a fire station and respond in an apparatus. Response in personal vehicles shall be kept to a minimum.
- All units shall follow the Level 1 staging guidelines unless directed otherwise.
- Once on scene, all members shall remain in the apparatus until the officer is provided direction from the Incident Commander on the tasks required.
- All SSIFR members shall always follow the Operational Guidelines for Safe Operations of Fire Vehicles.

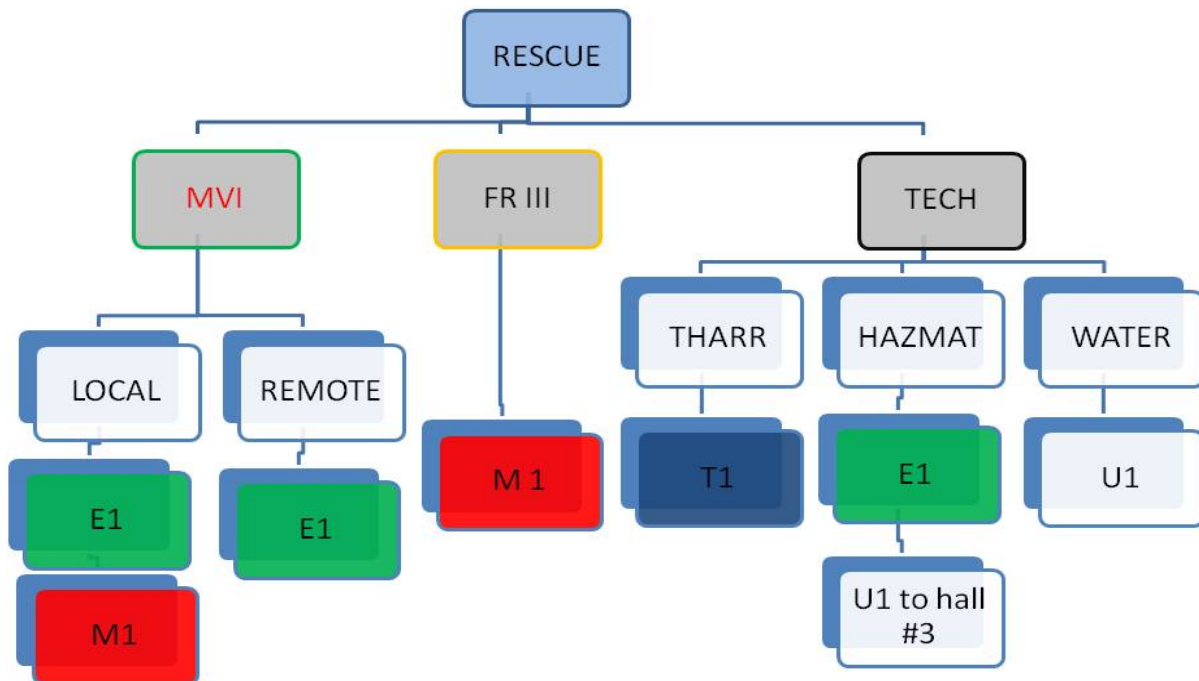
Reference:

- NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments
- Incident Command System
- Response Matrix Charts

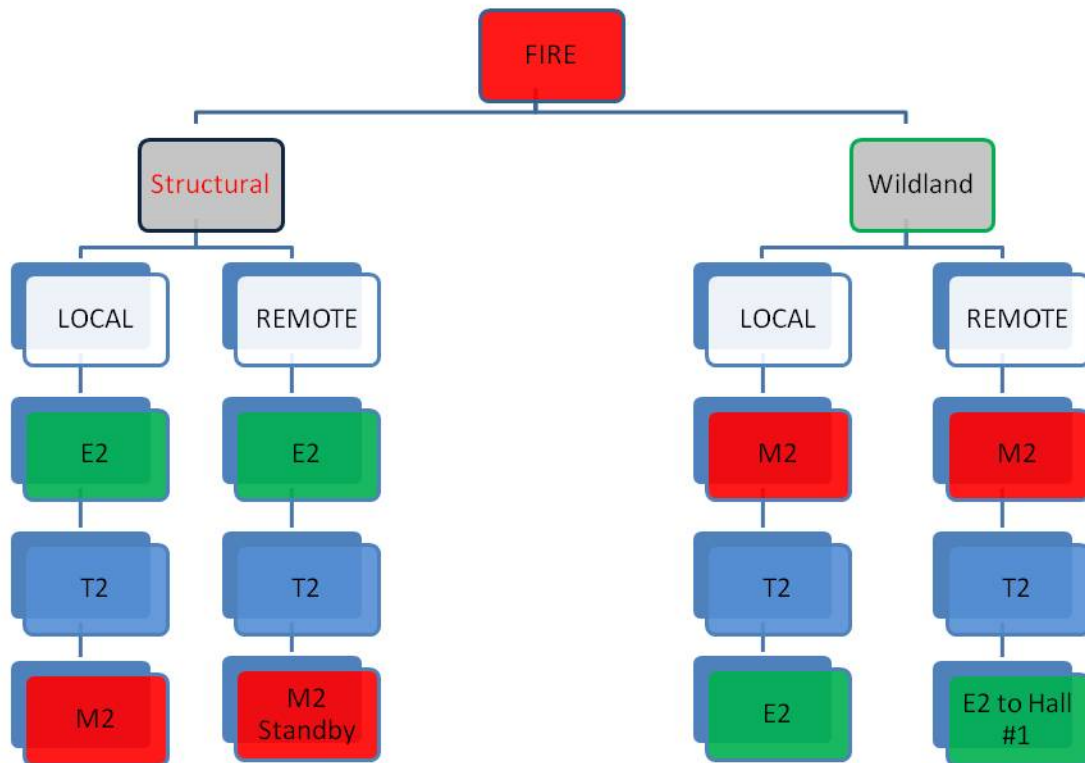
Fire Hall #1 Response Chart



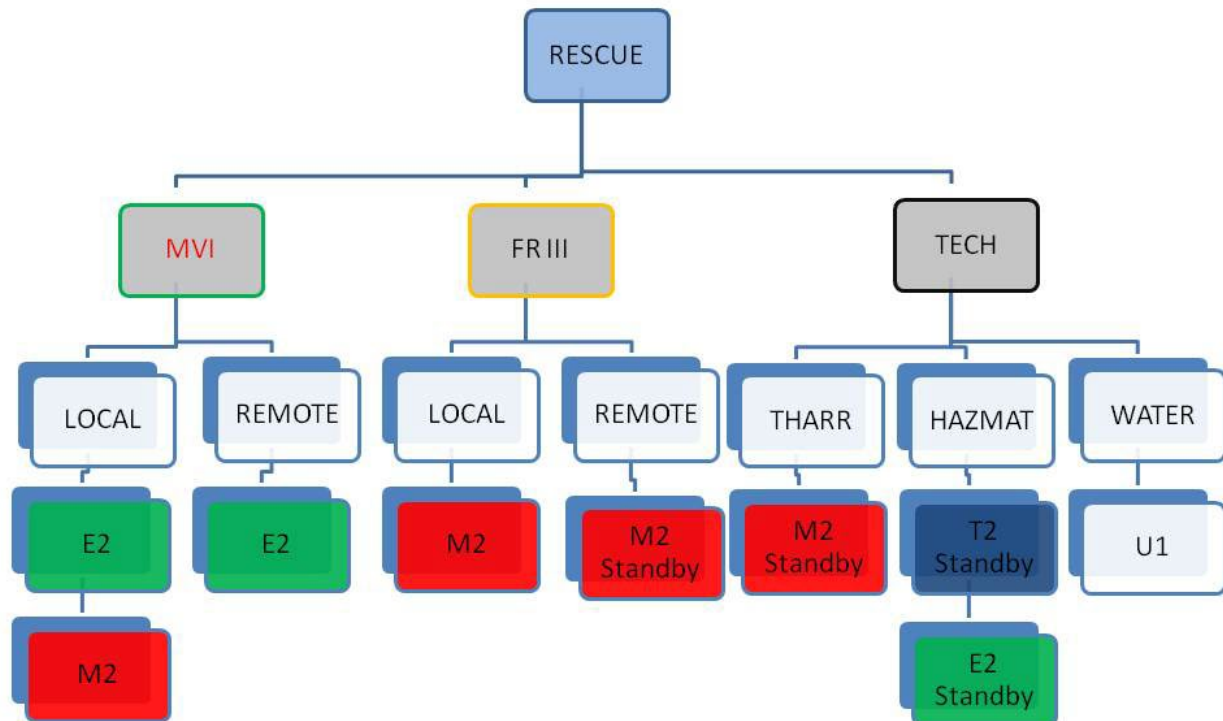
Fire Hall #1 Response Chart



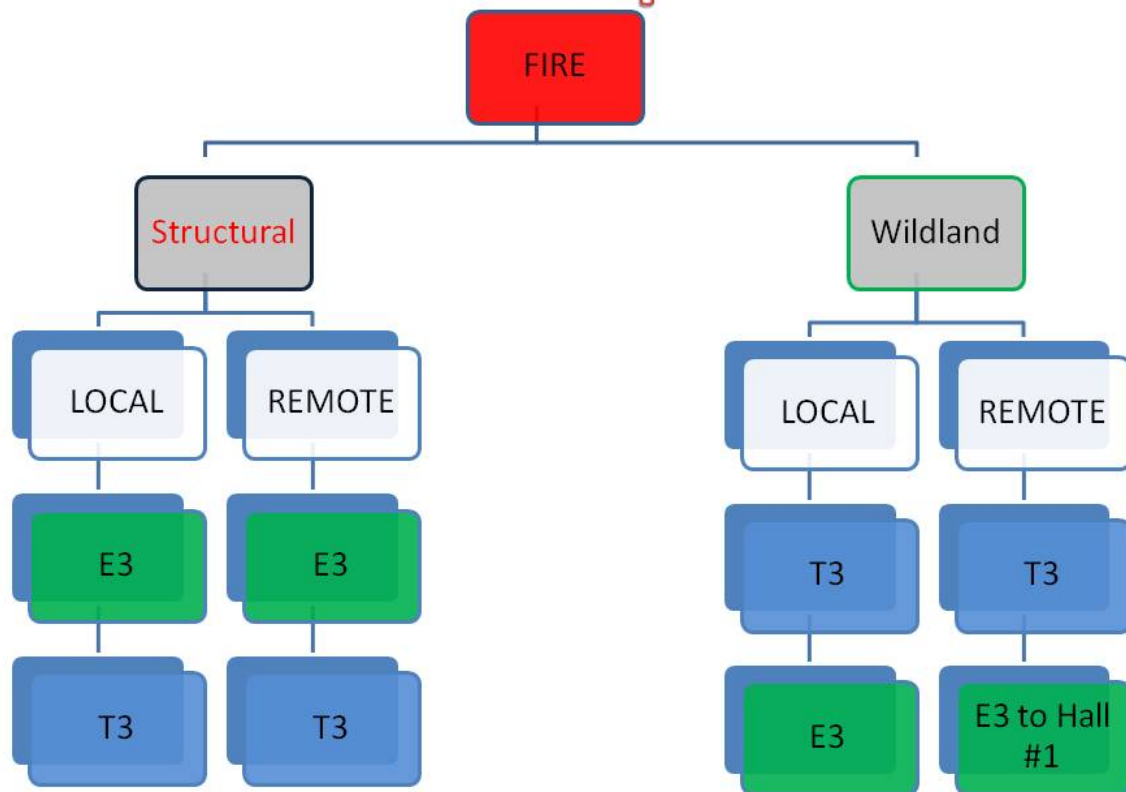
Fire Hall #2 Response Chart



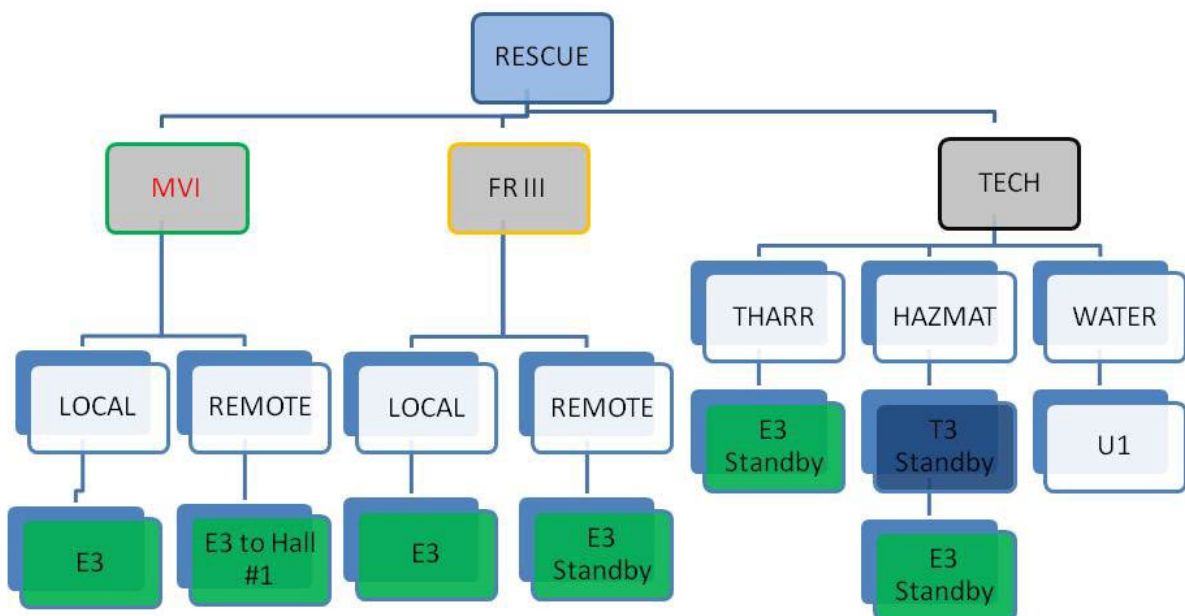
Fire Hall #2 Response Chart



Fire Hall #3 Response Chart



Fire Hall #3 Response Chart



Related Guidelines:

Safe Operations of Fire Vehicles

Staff Crew Assignments

Staging

Incident Command

Field Incident Technician

Fire Pager Response OG 2.14.01 Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide guidance and clarity to SSIFR personnel on protocols to responding to Fire Dispatch paged-out emergencies.

Scope: All Fire Rescue Personnel

Policy: All Paid-On-Call (POC) members are issued a Fire Department pager, that is programmed for specific emergencies. Members shall only respond to paged out emergencies as per this Operational Guideline. Resource management is our way of managing firefighter fatigue and burn out as well as managing unnecessary responses on the road. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- All active Paid-On-Call (POC) members shall be equipped with a Salt Spring Island Fire Rescue voice pager.
- POC pagers are programmed for First Responder callouts, and for Fire/Rescue calls.
- POC members shall only respond to an emergency under the following conditions:
 - First Responder Page is activated
 - Fire Page is activated
 - On shift and working as part of their duties
 - With a Duty Crew (i.e. Training session, events) and only if invited by on duty crew to assist and respond.
- During the hours of 08:00 to 17:00 Monday to Friday, Medical First Responder and Duty Officer pages are initiated. This may activate I Am Responding but not pagers. If the response is greater than 5 minutes or resources are not immediately available, the Officer in Charge may request a Fire or First Responder page.
- Duty Officer page outs do not require additional firefighter response. If the Duty Officer requires additional resources a 2nd page out will be requested. (FR or Fire Page)
- Members are encouraged to use I Am Responding (IAR) on all incidents but not to rely on the system as a page notification. If IAR is activated and the fire pagers are not initiated, a response is not required.
- Remember, if your pager is activated, it is the official notification that assistance is needed.
- Once POC members have been notified to respond, consider the nature of the call and the distance of response, basing your decision to respond or not. Once you are prepared to respond follow the IAR response protocols (Responding to Station).
- All members shall respond to an emergency as detailed in the Response in Personal Vehicles Operational Guideline.
- Members who respond to emergencies that were not directed to will not be compensated and discipline may be required.

Reference:

- Incident Command System
- Response Matrix Charts

Related Guidelines:

Incident Command

I Am Responding (IAR)

Mutual Aid Response

Out of District Response

I Am Responding (IAR) OG 2.14.02

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy:

Procedure:

- Under-Development

Reference:

Related Guidelines:

Mutual Aid Response OG 2.14.05

Operations



Effective Date: May 16, 2006

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure that all firefighters are aware of the Mutual Aid agreements in place between SSIFR and other jurisdictions and the response protocols for each. Salt Spring Island Fire Rescue has an agreement with Pender Island, North and South Galiano, and Mayne Island. SSIFR may also provide assistance to other jurisdictions at the request of the Office of the Fire Commissioner or Emergency Management BC.

Scope: All Fire Rescue Personnel

Policy: SSIFR members shall be aware of and understand the Mutual Aid Agreements between SSIFR and other jurisdictions and the response protocols for each.

Procedure:

MUTUAL AID REQUEST:

- When a request from another mutual aid Fire Department requesting assistance the SSIFR shall determine the response availability, and type of response. The following information shall be collected:
 - Type of Response
 - Number of Personnel required
 - Equipment required
 - Apparatus Required
 - Mode of travel
 - Muster Point
 - Estimated Duration
 - Communication Channel
 - Contact Number
- The Chief or designate shall be notified immediately regarding requests for a mutual aid response out of district.
- The Chief or Duty Officer shall determine the response level and arrange the required equipment / apparatus and personnel if resources allow.
- Compensation, liability and insurance shall be maintained as specified in mutual aid agreements. When responding to mutual aid calls, all SSIFR responders will be considered on duty- for Salt Spring Island Fire Rescue and will receive their normal compensation, insurance and benefits.
- An inventory of all equipment shall be documented prior to departure. The officer in charge shall be responsible for the SSIFR crews and equipment.
- Alternate means of transportation may be required, such as Parks Canada, RCMP, Coast Guard, Float Plane, water taxi or some private vessels.
- The Incident command system and accountability shall be followed for each SSIFR member as per the mutual aid department and SSIFR operational Guidelines.
- All mutual aid responses shall conform to the Mutual Aid Agreements in place.

- The Fire Chief shall be notified of all requests for mutual aid immediately.



REQUESTING MUTUAL AID:

- If the Incident Commander determines that an incident requires additional resources, or personnel the Incident Commander may request a mutual aid response from a Department that SSIFR has an agreement with. The officer requesting the Mutual Aid shall forward the following information:
 - Type of Response
 - Number of Personnel required
 - Equipment required
 - Mode of travel
 - Muster Point
 - Estimated Duration
 - Communication Channel
 - Contact Number
- The Incident Command shall ensure that all mutual aid departments receive the information request requirements.
- Only SSIFR members shall operate department apparatus.
- Transportation, maps, radio communications, shall all be provided to incoming mutual aid responders.
- All Mutual aid responses shall conform to the Mutual Aid Agreements in place.

Current Mutual Aid Agreements:

- *Pender Island Fire Department*
- *Mayne Island Fire Department*
- *South Galiano Fire Department*
- *BC Forest Service*

Reference:

- South Galiano Mutual Aid Agreement
- Mayne Island Mutual Aid Agreement
- Pender Island Mutual Aid Agreement
- BC Forest Service Wildfire Suppression Agreement
- Emergency Management BC (EMBC)
- BCERMS
- Incident Command System

Related Guidelines:

Incident Command

Chief Officer Notifications

Out of District Response OG 2.14.06 Operations



Effective Date: October 27, 2014 Last Revised: November 25, 2017

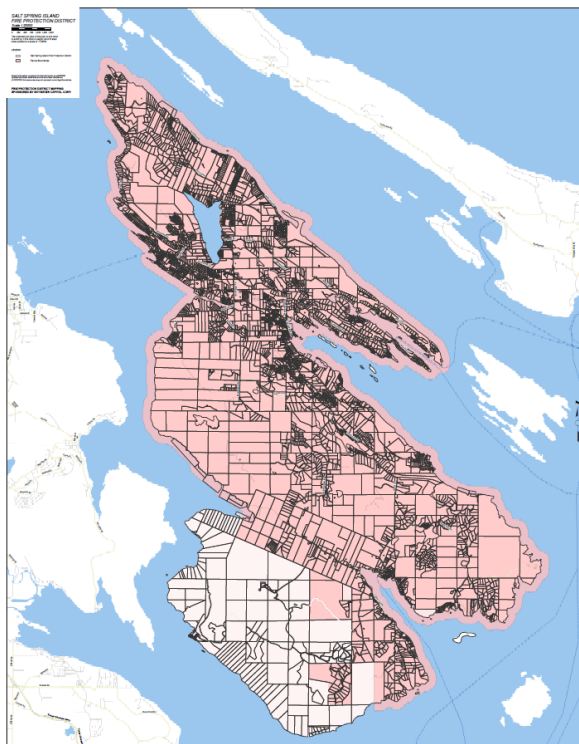
Approved: Fire Chief Arjuna George

Purpose: To ensure that all firefighters are aware of the Out of District response guidelines in place for emergency and non-emergency responses.

Scope: All Fire Rescue Personnel

Policy: SSIFR members shall be aware of and understand the Out of District Response guidelines. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Out of District Areas (All boundary borders have visible signage markings)



Procedure:

Out of District Response Procedures:

- Only calls from other agencies will permit us to respond out of district. Example: BC Ambulance Service request, BC Forest Service request, RCMP Request, and a Canadian Coast Guard request via our Fire Dispatch.
- Determine that the call is technically outside of our district (Confirm with Mapping)

- Once determined that the location is outside our Fire Protection areas contact dispatch and request a Provincial Emergency Preparedness (PEP) Task number # from ECC. If determined to be within in our district boundaries, respond as normal.
- Once the task number # is received, the Out of District Response is now authorized. If no PEP Task number given, response can only be authorized by the Fire Chief.
- After completion of the incident the Incident Commander must place SSIFR back in service with the ECC via phone (1-800-663-3456). Closing the task will require a few incident details to be documented with ECC.
- All members who responded to the incident must sign the ECC paperwork for compensation to the department if required.
- All members shall be compensated as per the Salt Spring Island Fire District payment structure.

Reference:

- BC Forest Service Wildfire Suppression Agreement
- Emergency Management BC (EMBC)
- BCEMS
- Incident Command System
- Emergency Program Act

Related Guidelines:

Incident Command

Mutual Aid Response

Member Pay Structure

Apparatus Designations OG 2.15.00

Operations



Effective Date: November 25, 2017 Last Revised: November 12, 2019

Approved: Fire Chief Arjuna George

Purpose: To ensure that all firefighters use the same call signs and terminology for the departments apparatus and support vehicles.

Scope: All Fire Rescue Personnel

Policy: This guideline provides simple plan English call signs for the SSIFR Fleet of apparatus and support vehicles. When using the apparatus call signs, broadcast the full name (i.e. Engine 2). When writing down the apparatus names, abbreviations can be used (i.e. E2).

Procedure:

Salt Spring Island Fire Rescue has assigned the following call sign designations.

Engines.

Engine 1

Engine 2

Engine 3

Tenders.

Tender 1 (T1)

Tender 2 (T2)

Tender 3 (T3)

Tender 2 Reserve (T2R)

Mini Pumps.

Rescue 1 (R1)

Mini 2 (M2)

Support Vehicles.

Battalion 1 (B1)

Utility 1 (U1)

Support 1 (S1)

Support 3 (S3)

Chief 1 (C1)

Trailers:

Wildland 3 (W3)

HAZMAT 3 (H3)

Rescue Boat 3 (RB3)

Reference:

- Response Matrix

Related Guidelines:

Response Protocol

Fire Pager Radio Use

Radio Operations

Staging OG 2.16.00

Operations



Effective Date: August 12, 2003 Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: The objective of Staging procedures is to provide a standard system of initial placement for responding apparatus, personnel, and equipment prior to assignment at tactical incidents.

Scope: All Fire Rescue Personnel

Policy: Unless otherwise indicated by a pre-plan or by Incident Command, staging will automatically apply to multiple vehicle responses, as outlined in this operational guideline. A multiple vehicle response is a response in which more than one fire department vehicle responds from the fire station (does not include the Duty Officer vehicle). These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

Effective utilization of these staging procedures will:

- Prevent excessive vehicle congestion at the scene.
- Allow time for the Incident Commander to evaluate conditions prior to assigning fire department vehicles and manpower.
- Place fire department vehicles in an uncommitted location close to the immediate scene to facilitate more effective assignment by Incident Commander.
- Produce more effective communications by virtue of reducing radio traffic during the critical initial stages of emergency operations
- Allow the Incident Commander to formulate and implement a plan without undue confusion and pressure.

Unless otherwise indicated by a pre-plan or by the Incident Commander, vehicle staging automatically applies to all multiple fire department vehicle responses (more than one responding vehicle). Fire department vehicles will continue their response to the scene until the first responding vehicle report on scene, then staging applies as indicated in this procedure (does not include the Duty Officer vehicle Batt1).

Staging involves three levels: Level 1, Level 2, and Level 3 along with forward On-Deck and equipment staging.

Level 1 Staging:

- Level 1 staging is automatically in effect for all incidents involving two or more apparatus after the first on scene officer's size up report. (not including the Battalion Truck)
- For responding Engines, level 1 staging is set in the direction of travel at the last water supply point or intersection approximately one block before the incident scene.

- If the distance is great from both a water source or an intersection level 1 staging shall be located at the entrance of the driveway. All staged apparatus must be response ready.
- The position must provide a maximum of possible tactical options with regards to access, direction of travel, water supply, and operational commitment.
- The radio communications shall simply state over the radio their unit is level 1 staged “E1 is Level 1 staged”
- Vehicle staging attempts to reduce routine radio traffic, but in no way, should reduce effective communications or the initiative of Officers to communicate. If personnel on staged vehicles see **critical** tactical needs, they must advise the Incident Commander of such immediately.
- At no time shall a unit auto assign themselves into a hazard area without notifying the Incident Commander. That is defined as freelancing and is absolutely prohibited.

If a reserve of vehicles is required near the incident, the Incident Commander will designate a vehicle staging area. Once this vehicle staging location has been identified, additional responding vehicles must report to the staging area and remain there until assigned. Vehicles already staged should remain in their staged location unless advised otherwise by Incident Command. The vehicle staging area will be away from the Incident Command Post and from the emergency scene in order to provide adequate space for assembly and for safe and efficient apparatus movement.

Responders arriving in their own personal vehicles shall stage in a manner that does not block access to fire apparatus, operations or other agencies. Members arriving in personal vehicles shall report to accountability or staging if established.

Level 2 Staging:

- Level 2 staging is designed for greater incidents requiring a centralized staging area for numerous fire apparatus or other agency vehicles.
- Level 2 should be close enough to the incident scene to provide timely response but is located in an area that is out of the way and not exposed to the incident’s hazards.
- Incident Command may designate a Staging Officer who will be responsible for the vehicle staging area. In the absence of such an assignment, the first fire department Officer to arrive at the Vehicle Staging Area will automatically become the Vehicle Staging Officer and will notify Incident Command on arrival.
- The radio designation for the Vehicle Staging Officer will be " **LEVEL 2 STAGING**". All responding vehicles will stay off the air, responding directly to the designated vehicle staging area and report in person to the Vehicle Staging Officer. They will stand by with their crew intact.
- When directed by Incident Command, the Staging Officer will assign vehicles to report to specific sectors, telling them where and to whom to report. Vehicle staging must then advise Incident Command of the specific vehicle(s) assigned. Vehicle staging will give Incident Command periodic reports of available vehicles in the vehicle staging area.

The Vehicle Staging Officer will also be responsible for:

- Coordinating with the Police to block streets, intersections and other access required for the

Vehicle Staging Area.

- Ensuring that all staged vehicles are parked in an appropriate manner.
- Maintain a log of vehicles available in the vehicle staging area and an inventory of all specialized equipment.
- Making periodic reports to Incident Command indicating the number and type of vehicles available.
- If necessary, indicate the best direction of response and routing for vehicles responding to or from the vehicle staging area.

At some incidents, such as a major medical emergency, it may be necessary to designate a parking area for committed vehicles near the incident scene. This would be necessary when the vehicle staging area is too far from the incident to facilitate hand carrying needed equipment to the incident scene. In such cases, the Vehicle Staging Officer shall designate the parking site and instruct vehicles of its location before they leave the vehicle staging area. The parking area should be close enough to the incident site to allow easy transfer of needed equipment to the scene. The parking area shall in no way impede necessary access for ambulances and other vehicles to the incident scene.

Ambulances responding to incidents where they are not immediately required on scene will be directed to the vehicle staging area if established. The Vehicle Staging Officer will notify Incident Command of the arrival of the ambulance(s) and will give instructions to the ambulance personnel as requested by Incident Command.

Level 3 Staging:

- Level 3 is apparatus staged at a fire hall with adequate firefighter resources ready to respond at a moment's notice. Members and apparatus in Level 3 staging may be requested to the original incident or deployed to secondary calls.

On-Deck Staging:

On-Deck crews are first and foremost a RIT team until they are assigned into the hazard zone. With the On-Deck system in place there should be those members who are working in the hazard zone, those On-Deck, and those in staging. This is called 3-Deep and is a system designed for a steady, adequate stream of resources.

Equipment Staging:

This staging term is a site at the immediate hazard zone with a cache of tools and equipment for the firefighters to utilize.

Reference:

Related Guidelines:

Situational Awareness

RIT

10 Minute Timer

On-Deck

Arriving in Personal Vehicle OG 2.17.00

Operations



Effective Date: November 25, 2017 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To facilitate a coordinated, controlled response, and accountability for all fire department personnel responding to emergency incidents. To ensure adequate apparatus and equipment roll to emergency calls. To limit the number of vehicles on scene and ensure accountability is managed for members arriving in their Personal Owned Vehicle (POV) at emergency incidents.

Scope: All Fire Rescue Personnel

Policy: All members will report to their assigned fire hall or if carrying appropriate PPE for the incident, the closest fire hall, when paged out to emergency incidents. Exceptions shall be in accordance with procedures outlined below.

Procedure:

- All members shall respond to their assigned fire hall when paged out for Fire / Rescue incidents. (Fire, MVI, Hazmat, Rescue).
- Members that are authorized to carry their PPE in their personal vehicles shall respond to the closest fire hall.
- Members that arrive shall monitor the hall base radio communication, and I Am Responding (IAR) and to notify the Duty Officer or Incident Command (if established) of the number of crew standing by at the hall. Do not interfere with critical radio communications such as size ups, critical directions, or emergencies at the scene. **Radio Discipline is needed**
- Once adequate staffing has arrived at the fire hall, follow the Response Matrix for response. If there is not adequate staffing, radio the Duty Officer or Command if established for further directions.

Members may respond directly to the emergency incident in POV when:

- The member has to pass the incident to get to their assigned or closest fire hall, and:
- Is trained or able to provide critical intervention for the type of incident.
- Has appropriate PPE to manage and safely work at the incident.
- If first on scene, is equipped with a working SSIFR portable radio.

Members shall park out of the way of other incoming apparatus and other agency vehicles. (BCAS, RCMP, etc.)

IMPORTANT: These procedures should not deter members from providing immediate assistance to family or neighbours in the case of an emergency. Any member going directly to an incident without a CREST radio must immediately make contact with 911 before initiating treatment. 911 contact should be maintained until the first SSIFR unit arrives.

Members who have a CREST radio may respond directly to the scene if not passing a fire hall and establish a scene assessment. Members responding alone with radio communications must maintain a high level of situational awareness and follow the SSIFR Operational Guidelines.

Reference:

- Response Matrix

Related Guidelines:

Incident Command

Situational Awareness

Duty Officer Response

10 Minute Timer

Probationary Firefighter Response OG 2.17.01

Operations



Effective Date: January 9, 2019 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure that all probationary firefighters are aware of the protocols for responding to incidents.

Scope: All Fire Rescue Personnel

Policy: All SSIFR members and probationary recruits shall be aware of and understand the protocols for response and levels of training for new members.

Procedure:

Definition: Probationary Firefighter

- Probationary firefighters are members who are currently in basic recruit fire and rescue training as per NFPA 100 Firefighter I/II. Probationary firefighters are exterior firefighters and are identified with Black Helmets. Probationary members may also be referred to as a recruit.

Pager Use:

- Ensure your pager is charged and ready. The fire department issued pager is your first line of communications for emergency call outs.
- I Am Responding (IAR) is a companion system and doesn't replace the need to carry the department pager.
- If you are in a public area, shielding of the pager is required to maintain address and occupant confidentiality. Incident confidentiality is of upmost importance.

Response Protocol for Probationary Firefighters:

- Your health, safety and mental wellbeing are top priorities for Salt Spring Island Fire Rescue.
- Probationary members are to only respond to incidents that they have been trained for.
- Response to emergencies shall follow the Arriving in Personal Vehicle operational guideline.
- Probationary members shall not pass a fire station on route to an incident.
- Probationary members shall not be first on scene to any incident.
- You shall use IAR to notify you are responding.
- If a "Wait for Police" incident is paged out, under no circumstances shall responders go directly to the scene. (Follow Operational Guidelines)
- The Out of District Response Operational Guideline shall be followed by all members.
- All members including probationary members shall follow all pertinent Operational Guidelines for response in department apparatus. Members responding in personal vehicles shall obey all traffic laws.

- Members responding in personal vehicles shall not speed, tailgate or drive unprofessionally while on-route to an incident. Follow the simple steps in the “Quicker Emergency Response Document”.

Reference:

- Incident Command System (ICS)
- Quicker Emergency Response Document
- I Am Responding User Manual

Related Guidelines:

Incident Command
Fire Pager Radio Use
Confidentiality
Personnel Risk (Rules of Engagement)
Situational Awareness
Staging
Arriving in Personal Vehicle
Out of District Response
Response for Wait for Police Incidents
Incident Violence

BLANK OG 2.18.00

Operations



Effective Date:

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: x

Scope: All Fire Rescue Personnel

Policy: x

Procedure:

Under Development

Reference:

- x

Related Guidelines:

Drivers License Restrictions OG 2.18.01

Operations



Effective Date: February 1 2020 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure that all apparatus operators possess valid and applicable drivers licenses as per the vehicles they are cleared to operate.

Scope: All Fire Rescue Personnel

Policy: All SSIFR personnel shall immediately notify the Fire Chiefs Office of any restriction changes to their personal Motor Vehicle license.

Procedure:

- Any member having a restriction placed upon their license shall notify the changes to the Fire Chiefs office immediately.
- If a license suspension has been imposed, for whatever reason, the Fire Chief in conjunction with the RCMP and ICBC, and the Motor Vehicle Branch will review each case and circumstances.
- Members with more than six (6) points within the last two years will have all driving privileges suspended until the Fire Chief reviews the circumstances and determines the action steps needed.
- A driver abstract shall be requested from ICBC yearly or as needed by the Fire Chief.
- Failure to notify the Fire Chief's office of a suspension or change in restrictions may result in disciplinary actions.
- Members must maintain a Class 5 Drivers license at a minimum to operate specific vehicles. An air brake endorsement must be obtained to operate any SSIFR air brake equipped apparatus. Some vehicles may require a Class 3 with air. Only members that have a current Class 3 with air shall be permitted to operate those apparatus.
- Members towing heavy weight trailers will also be required to hold a Heavy Trailer Code 20 endorsement.
- If a member's license changes the Fire Chief's office shall be updated and a copy of the new license be provided.
- Members holding a class 7N Novice Driver restriction shall obey by all the Motor Vehicle Act regulations for new drivers.

Reference:

- SSIFR Operational Guidelines
- Occupational Health and Safety Regulations WorkSafe BC
- ICBC
- Motor Vehicle Act (Graduated License Program)

Related Guidelines:

Off Road Travel – Emergency Situations OG 2.18.02 Operations



Effective Date: May 17, 2011

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: The purpose of these guidelines is to ensure safe and efficient response of apparatus in off road situations.

Scope: All Fire Rescue Personnel

Policy: Members having to operate a SSIFR vehicle off-road shall follow these guidelines.

Procedure:

Drivers of Emergency vehicles should avoid travel off the paved / gravel-maintained portions of roadways unless:

- Vehicle is required at scene by the Incident Commander, or officer in charge.
- Vehicle is designed for off road use.

When a vehicle is required to go off road, the following shall apply:

- A spotter used, positioned to the front and side, looking for soft or uneven ground, large objects, and holes.
- Driver shall position and park the vehicle so it can be driven away if needed.
- Situational awareness is paramount when operating in the off roads. Ensure firefighter safety is maintained.

Reference:

- SSIFR Response Matrix

Related Guidelines:

Response Protocol

Emergency Operations of Vehicles

Backing of Apparatus

Apparatus Response during a Snow Event

Airbrake Pre-Post Trip Inspection

Safe Emergency Operation of Vehicles OG 2.18.03

Operations



Effective Date: August 16, 2002 Last Revised: February 4, 2020

Approved: Fire Chief Arjuna George

Purpose: To establish required behaviors and build a safe culture for the safe and professional operation of all SSIFR vehicles. Emergency vehicle drivers have in their care, custody and control most of the major assets possessed by SSIFR (Members and equipment). Emergency vehicle drivers should also make every attempt to provide due regard for the safety of others. The safe operation of these vehicles, particularly during emergency response, depends greatly on the ability and skills of the driver.

Scope: All Fire Rescue Personnel

Policy: To establish department guidelines for safely operating department vehicles. The driver is ultimately responsible for the safe operation of their vehicle. The Officer is responsible to ensure that the Fire Department vehicle is being operated in a safe manner, consistent with guidelines, and the BC Motor Vehicle Act. Apparatus can only be driven and operated by members with the appropriate license and training.

Procedure:

General Safety Measures

- The apparatus with airbrakes shall be inspected as per the SSIFR Operational Guideline for Airbrake Pre - Post Trip Inspections.
- Apparatus should be inspected as per the SSIFR Vehicle Maintenance Operational Guideline and our fleet maintenance program(s).
- All responders **MUST** wear their seatbelts when responding in a SSIFR vehicle.
- Officers / Drivers shall monitor the I am Responding system on the iPads / hall monitor for responders to the stations.
- Drivers are not required to wear full PPE while driving but shall don a traffic vest or other appropriate PPE upon arrival.
- Once parked drivers must ensure that wheel chocks are placed on the rear tires.
- Before any apparatus moves, the officer shall ensure the crew completes a 360 check & ensures the vehicle is free from obstructions & a clear path of travel.
- Drivers shall operate vehicles in a safe and courteous manner, obeying the laws and regulations in the Motor Vehicle Act. Phone use while driving is not permitted unless absolutely required for the emergency response. Extreme caution shall be exercised.
- Intersections are one of the most dangerous areas to approach during an emergency. Slow down, down and be extremely cautious. If the intersection is controlled by stop signs or traffic lights a complete stop of the vehicle is required.
- Driver / Operators are reminded that the "right of way" must be yielded by the other drivers and pedestrians and not taken for granted.

- Drivers **shall stop** for any school bus displaying flashing red lights. Proceed only when the school bus operator indicates it is safe to do so. Exercise extreme caution when doing so.
- Excessive speed is a critical factor in many serious accidents and in the ability to keep the emergency vehicle under control. Apparatus speed during responses must be in relation to the weather conditions, traffic conditions, ensuring that the vehicle is always under control of the driver. The recommended maximum response speed is the posted speed limit, but not to exceed 10kph over the posted speed limit. During periods of snow and ice, the maximum speed shall not exceed the posted speed limit.
- Drivers / Operators shall be aware of the “Out of Service” criteria for apparatus. Refer to the checklist in each vehicle or with your Officer.
- When backing is necessary, operators shall ensure personnel direct them in the required location. Backing up shall require a minimum of one firefighter. Operators shall follow Operational Guideline Backing of Apparatus OG. Backing up should be avoided whenever possible.
- When backing into stations or turnarounds, emergency warning lights should be utilized.
- Post Trip Inspections are to be performed as per the Operational Guideline *Airbrake Pre-Post Trip Inspections*.
- Apparatus with Airbrakes shall be parked and left in Neutral with the Air Brakes applied, shore power and air plugged in.
- Back in Service means when all the apparatus is back in the stations and all equipment has been placed into service (i.e SCBA, hose, water etc.)

The driver is ultimately responsible for the safe operation of their vehicle. The Officer is responsible to ensure that the Fire Department vehicle is being operated in a safe manner, consistent with guidelines, and the BC Motor Vehicle Act.

Responding to Emergencies

- Upon receipt of the page, members must quickly check all side of the apparatus (360-degree check) to determine there are no visible hazards (i.e. doors open, hose connections)
- Reference the SSIFR response matrix to determine what apparatus shall be responding to the incident. If unsure contact the Duty Officer if Command has not been established, if established contact the Incident Commander first.
- The Driver shall pick up the Rip and Run report from the hall printer.
- The Officer shall monitor the I Am Responding Screen for incoming responders and incident details.
- Appropriate personal protective equipment shall be donned prior to the vehicle moving.
- All personnel shall use seatbelts provided and be seated prior to the vehicle leaving the station.
- All members shall don SCBA if required and check into the accountability passports prior to arrival at incident.
- The officer shall announce to Fire Dispatch the unit responding (i.e. Engine 1 responding from Hall 1 with 6) with a number of responders on board and from what location.

Emergency Response (Code 3)

- All SSIFR driver operators must be cleared and authorized to respond, “code 3”.
- Headlights, beacon lights, light bars, and other visual emergency warning devices, MUST BE TURNED ON PRIOR to leaving the fire hall when responding Code 3.
- Sirens shall be sounded in accordance to the BC Motor Vehicle Act (MVA) on all Code 3 responses.
- Fire Department vehicles shall obey to the Motor Vehicle Act regulations when responding to all emergencies. (See Regulation section 122 *Exemption for emergency vehicles*.)
- The Fire Department vehicle shall come to a complete stop at any stop signal, or device and shall not proceed until the right of way is granted and acknowledged by the other vehicles.
- Fire Department vehicles may proceed the wrong way down a one-way street only when controlled and directed by an officer, or the street is properly blocked off.
- Code 3 drivers must have pumps and pumping training to operate apparatus equipped with a fire pump.

Routine Response (Code 1)

- All motor vehicle regulations shall be followed for routine, non-emergency responses. Firefighters who have completed the required inter-department driver operator training shall be permitted to operate SSIFR vehicles under their class of license for routine, non-emergency operations.

NOTE: The driver is ultimately responsible for the safe operation of the vehicle. The Officer is responsible to ensure that the Fire Department vehicle is being operated in a safe manner, consistent with policy, and the Motor Vehicle Act of BC.

Upgrading / Downgrading of responses

The first responding apparatus shall respond Code 3 for all emergency responses, until on scene, or called off by another agency (BCAS, RCMP). Second due apparatus shall contact the Incident Commander to confirm if a Code 3 response is still required. The Incident Commander may choose to order the other units to: Continue Code 3, Continue routine (Code 1), or Stand Down and return to the station.

On-Scene Operations

- When arriving on scene it is important to protect the operator as well as the responding crews. If the situation warrants the roads should be made passable to civilian traffic. If there is any doubt that the personnel on the scene are safe from the movement of traffic or may obstruct responding vehicles the road may be closed. Traffic Control shall be initiated as soon as possible with trained flaggers and warning devices. The local Highways department shall be notified road closures are required as soon as possible. If apparatus is to be abandoned by order of the Incident Commander, the vehicle shall be off the road and the apparatus shut down. If the vehicle is to remain on the roadway the emergency lights and pump operator must remain in place.

The apparatus should be positioned on an angle to provide protection for the operator and crew. The apparatus shall maintain visible warning lights and the operator shall don reflective clothing and remain with the apparatus.

Volunteer Private Vehicle Response

All volunteer firefighters responding to the scene of an emergency SHALL always adhere to the BC Motor Vehicle Act. Firefighters shall stop at all fire stations if apparatus is standing by. Private vehicles should be parked a sufficient distance to avoid unrestricted access to the responding apparatus and operations. Members arriving in personal vehicles must check in with Incident Command for assignment and accountability. All SSIFR personnel driving departmental vehicles equipped with or without warning devices SHALL comply with this Operational Guidelines and the BC Motor Vehicle Act regulations.

EXEMPTION FOR EMERGENCY VEHICLES (Sec 122)

- (1) Despite anything in this Part, but subject to subsections (2) and (4), a driver of an emergency vehicle may do the following:
 - (a) exceed the speed limit;
 - (b) proceed past a red traffic control signal or stop sign without stopping;
 - (c) disregard rules and traffic control devices governing direction of movement or turning in specified directions;
 - (d) stop or stand.
- (2) The driver of an emergency vehicle must not exercise the privileges granted by subsection (1) except in accordance with the regulations.
- (3) [Repealed 1997-30-2.]
- (4) The driver of an emergency vehicle exercising a privilege granted by subsection (1) must drive with due regard for safety, having regard to all the circumstances of the case, including the following:
 - (a) the nature, condition and use of the highway;
 - (b) the amount of traffic that is on, or might reasonably be expected to be on, the highway;
 - (c) the nature of the use being made of the emergency vehicle at the time.

Reference:

- BC Motor Vehicle Act (MVA)
- SSIFR Operational Guidelines
- BC Hydro Incidents Response Matrix
- SSIFR Response Matrix
- NFPA

Related Guidelines:

Response Protocol

Backing of Apparatus

Apparatus Response during a Snow Event

Airbrake Pre-Post Trip Inspection

Off Road Travel / Emergency Situations

Backing of Apparatus OG 2.19.00 Operations



Effective Date: August 12, 2003 Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: This guideline describes the required actions when it is necessary for fire apparatus backing up.

Scope: All Fire Rescue Personnel

Policy: The driver of any SSIFR apparatus shall be directly responsible for the safe operations of the vehicle at all times. When the driver under the direct supervision of an officer, that officer shall also assume responsibility for the actions of the driver.

Procedure:

- Prior to backing up an apparatus, internal communications shall be established on who is spotting the apparatus backing up. The default seat position is the seat directly behind the driver. If there is no seat or firefighter in that position the officer may assign or back up the apparatus themselves. When backing an apparatus, a minimum of one spotter shall be at the rear of the apparatus. Firefighters are to exit the vehicle only after cleared by the driver operators command.
- The spotter(s) is/are responsible for guiding the driver and ensuring that any potential hazards are avoided. They shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the driver.
- The spotter(s) must wear hearing protection and visible PPE if available. Each hall is equipped with multiple hearing protection units and traffic vests.
- The spotter shall use the SSIFR standard hand signals for movement, turning and stopping.
- If the driver loses visual contact with the spotter, the driver shall immediately stop. Vehicle mounted cameras are not a substitute for a spotter.
- Apparatus emergency and/or backup lights should be utilized while backing up. If the vehicle is equipped with a backup alarm it shall be activated and operational. If area is congested with pedestrians or vehicles, sound the horn three (3) times combined with emergency light activation.
- All apparatus that are connected to the Nederman ventilation system must stop prior to entering the station bay. The apparatus must be out of reverse or in neutral with airbrakes applied before the backup person(s) or a second member can safely connect the ventilation hose to the exhaust.
- ** In situations where assistant is not available, and the apparatus must be moved immediately the driver shall conduct a 360 of the apparatus before backing to ensure no obstruction will interfere with vehicle operations. The driver shall take extraordinary precautions when doing so**

Special Nederman Exhaust system procedures

Vehicle leaving the fire hall

- Apparatus shall drive slowly and cautiously out of the building, monitoring the exhaust system and pedestrians.
- If idling the vehicle outside the building, ensure it is parked at least 6' from the bay door.

Two Person (Back Up Guide)

- Best practice is to have two members back in apparatus into the fire halls.
- The backup person #1 shall back the apparatus into the bay stopping the back tires on the florescent orange mark.
- The vehicle operator must put the apparatus in neutral and apply the brake.
- Once brakes are applied the second person #2 shall place the exhaust system hose to the vehicle.
- The second person #2 shall clear the area and make visual contact with back up person #1 to continue backing into the bays.

One Person (Back Up Guide)

- The backup guide shall direct the vehicle operator into the bay stopping the apparatus when the rear tires are on the marked orange line.
- The vehicle operator shall place the apparatus in neutral and apply the brakes.
- The backup guide shall communicate to the apparatus driver that he/she is repositioning to the exhaust side.
- Once the exhaust system is attached the backup guide shall move to the back of the apparatus and communicate to the driver that it is safe to proceed into the bay
- Standard hand signals are to be used to back up apparatus into the station.

**** Under no circumstances should personnel try to attach or reattach the exhaust hose to the vehicle while the apparatus is moving. ****

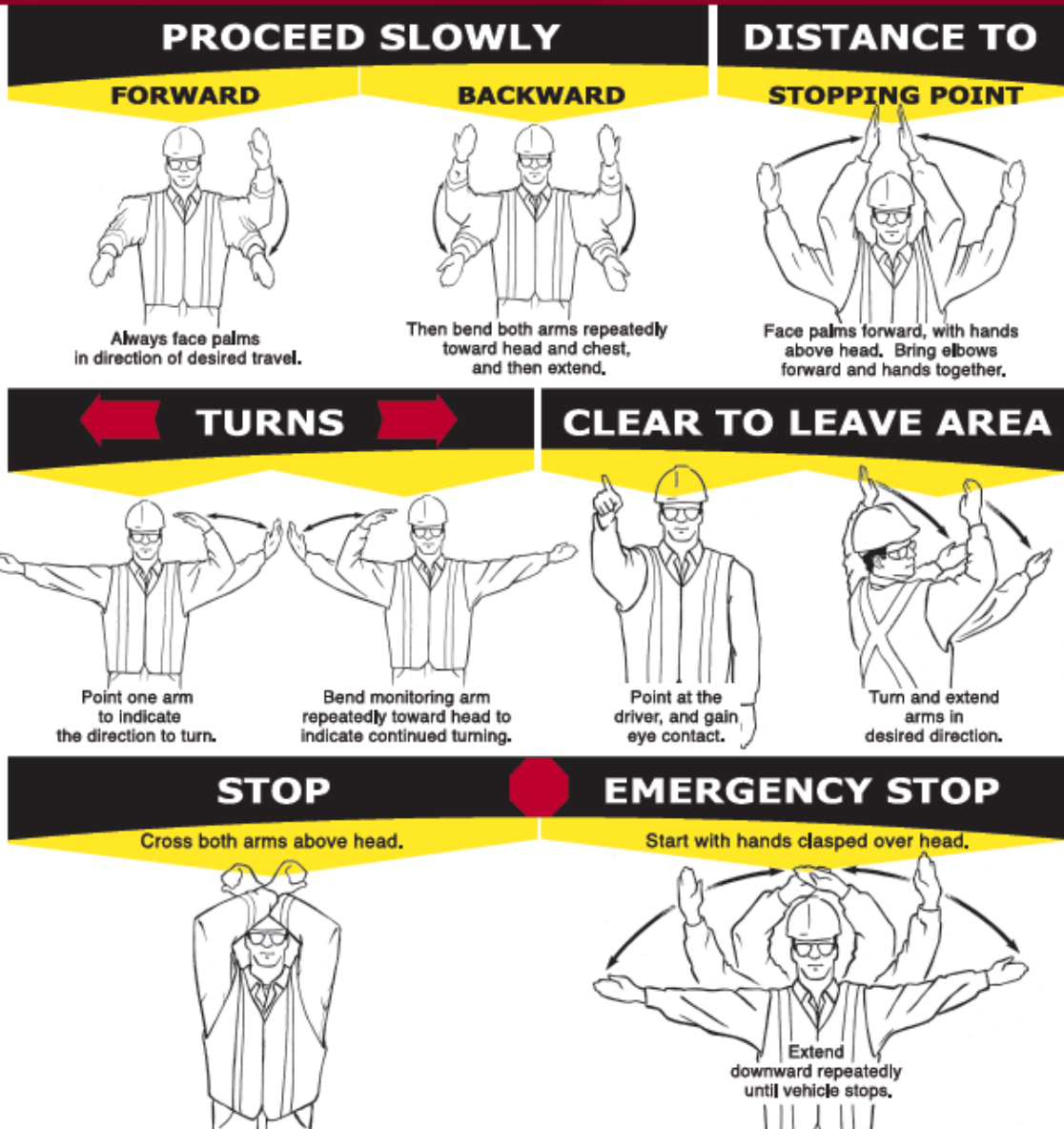
When a single operator is backing in an apparatus alone with no spotter they shall follow the single person procedure avoiding excessive exhaust in the fire hall. This task shall only occur if no other members are available to assist and extreme caution is required.

Single Person Procedure.

- Conduct a full 360 of the apparatus
- Activate emergency lights
- Sound horn three (3) times before moving in reverse
- Back vehicle to its stopping blocks
- Turn Vehicle off, and apply brakes
- Exit vehicle and hook-up exhaust system

HAND SIGNALS

for directing vehicles



Reference:

- WorkSafe BC
- BC Safety Council
- SSIFR Traffic Control Program

- SSIFR Driving Program

Related Guidelines:

Response Protocol

Emergency Operations of Vehicles

Safe Operations of Fire Apparatus

Apparatus Response during a Snow Event

Airbrake Pre-Post Trip Inspection

Apparatus Exhaust Extraction System

Apparatus Response During Snow Events OG 2.20.00

Operations



Effective Date: January 11, 2011 Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish guidelines for the operations and special precautions when operating or preparing for a snow event.

Scope: All Fire Rescue Personnel

Policy: Extreme caution must be followed while responding to emergencies in apparatus or support vehicles in snow or ice conditions. This guideline provides some steps in preparing for a safe response.

Procedure:

- Always evaluate the risk versus benefit of the response and minimize the apparatus risk. The response matrix may need to be adjusted for response of vehicles that are better equipped for snow and ice conditions.
- During periods of snow and ice, the maximum speed shall not exceed the posted speed limit.
- Apparatus each have specific chains or cables that are fitted for each truck.
- Depending on the road condition chains may be put on the apparatus prior to a response or once a truck arrives at a snow packed road. **All attempts should be made to not operate a chained apparatus on bare pavement.**
- Our local highways department should be notified by our Duty Officer or Incident Commander to gather information on road conditions and weather forecast. With the information gathered the Duty Officer shall make the decision to chain up prior to an incident or chain up when a call is received. There is no pre-set snow accumulation that determines if to chain up or not.
- Speed limits while operating a vehicle with chains or cables must be reduced, and extra precautions used.
- In the event of a chain link breaking, a zap strap may be used to secure the chains until safe and only as a temporary fix. A vehicle with a broken or free chain should not continue to operate if possible.

Reference:

- BC Motor Vehicle Act (MVA)
- SSIFR Operational Guidelines
- SSIFR Response Matrix

Related Guidelines:

Response Protocol
Safe Operation of Fire Vehicles
Backing of Apparatus
Airbrake Pre-Post Trip
Personnel Risk (Rules of Engagement)

Fire Apparatus Parades and Events OG 2.20.01 Operations



Effective Date: October 26, 2001 Last Revised: August 9, 2010

Approved: Fire Chief Arjuna George

Purpose: To define the people permitted to be on a SSIFR apparatus in a non-emergency role.

Scope: All Fire Rescue Personnel

Policy: All members of the public that shall be permitted on SSIFR apparatus must first be authorized by the Fire Chief or his/her designate.

Procedure:

- If a SSIFR vehicle is to be in motion, the driver shall ensure that all passengers are properly seat belted prior to moving.
- No one shall be allowed to ride in a hose bed or on top of a vehicle while that vehicle is in motion.
- Minors shall not be left unsupervised in any apparatus, truck bay or fire hall.
- All Car seat regulations and laws shall be followed, including booster seat regulations while the vehicle is in motion.
- All BC Motor Vehicle Act regulations shall be followed at all times while the apparatus is in motion.

Reference:

- Motor Vehicle Act
- WorkSafe BC

Related Guidelines:

Safe Operations of Fire Apparatus

Airbrake Pre-Post Trip Inspections OG 2.21.00

Operations



Effective Date: July 16, 2002

Last Revised: May 19, 2016

Approved: Fire Chief Arjuna George

Purpose: To provide for the safe operations of a fire apparatus and comply with or exceed the Motor Vehicle Act requirements for pre-trip and post-trip inspections. SSIFR has established a systematic series of daily, weekly, and annual inspections for all fire department vehicles. These systems are in place to ensure firefighter safety and to prevent mechanical failures.

Scope: All Fire Rescue Driver Operators.

Policy: Pre-Trip inspections shall be completed as defined in the schedule within this Operational Guideline. Post Trip Inspections may be required if deemed appropriate by the Officer of the apparatus. All SSIFR apparatus shall follow the department's preventative maintenance program.

Procedure:

Pre-Trip inspections shall be completed as defined in the schedule within this Operational Guideline. Post Trip Inspections may be required if deemed appropriate by the Officer of the apparatus. All SSIFR apparatus shall follow the department's preventative maintenance program.

Pre-Trip

Schedule of Pre-Trip Inspections:

- Duty Vehicle Pre-Trip Daily (BATT 1)
- Hall #1 Front Line Engine Pre-Trip Daily
- Hall #2 Front Line Engine Pre-Trip Weekly
- Hall #3 Front Line Engine Pre-Trip Weekly
- Hall #1 Tender Pre-Trip Weekly
- Hall #2 Tender Pre-Trip Weekly
- Hall #3 Tender Pre-Trip Weekly
- Hall #1 Mini Pre-Trip Weekly
- Hall #2 Mini Pre-Trip Weekly
- Support Vehicles Pre-Trip Weekly

Mechanical Pre-Trip's will be performed by a qualified driver operator. All repairs or adjustments shall be documented.

It is the driver/operator's responsibility to ensure that the Pre / Post Trip report is completed on a Department iPad.

Post Trip

When a vehicle returns from a drill, emergency or non-emergency call the truck may go through a documented post trip inspection. Post Trips are only required if deemed a necessity by the Officer of the apparatus. The post trip shall be performed by the apparatus driver. In addition, the apparatus shall be checked for consumables and equipment used during the call.

- Hall #1 Front Line Engine shall be pre-tripped daily in the AM. Hall's #2 and #3 shall be pre-tripped once per week, except on Statutory Holidays as outlined in the Pre-Trip schedule.
- All pre-trips shall be recorded in the Department iPad. The remarks section shall be filled in on findings.
- Post Trips are at the discretion of the Officer of the Apparatus. If a post trip is deemed required, the Pre-Trip checklist shall be used and documented. Post Trip inspections also include re-stocking of consumables, and cleaning of the apparatus inside and out.

Reference:

- BC Motor Vehicle Act (MVA)
- SSIFR Operational Guidelines
- SSIFR Vehicle Emergency Safety Plan Program

Related Guidelines:

Trailer Operations OG 2.22.00

Operations



Effective Date: July 16, 2002 Last Revised: February 18, 2010

Approved: Fire Chief Arjuna George

Purpose:

To establish required behaviors and build a safe culture for the safe operation of all SSIFR vehicles.

Scope: All Fire Rescue Personnel

Policy: To establish department guidelines for safely operating Department tow trailers.

Procedure:

- Under-Development

The driver is ultimately responsible for the safe operation of their vehicle. The Officer is responsible to ensure that the Fire Department vehicle is being operated in a safe manner, consistent with guidelines, and the BC Motor Vehicle Act.

Reference:

- BC Motor Vehicle Act (MVA)
- SSIFR Operational Guidelines
- BC Hydro Incidents Response Matrix
- SSIFR Response Matrix

Related Guidelines:

Response Protocol
Backing of Apparatus
Apparatus Response during a Snow Event
Airbrake Pre-Post Trip Inspection

Personnel Rank and Classification OG 2.23.00 Operations



Effective Date: February 18, 2010 Last Revised: June 22, 2010

Approved: Fire Chief Arjuna George

Purpose: To identify SSIFR members qualifications and helmet identification.

Scope: All Fire Rescue Personnel

Policy: SSIFR personnel shall be issued personal protective equipment that reflects the qualifications and rank for safe and quick identification.

Procedure:

SSIFR Helmet Classification

White Helmet: Chief Fire Officer

Red Helmet: Fire Officer (Captain, Lieutenant)

Yellow Helmet: Firefighter and Acting Officers.

Black Helmet: Exterior Firefighters Including Probationary Firefighters and Junior Cadet Members.

Reference:

- SSIFR Operational Guidelines
- SSIFR Organization Chart

Related Guidelines:

Structural Entry Requirements

Organizational Structure

Personal Protective Equipment

Personal Protective Equipment OG 2.24.00 Operations



Effective Date: February 18, 2010 Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and / or training.

Scope: All Fire Rescue Personnel

Policy: Appropriate Personal Protective Equipment (P.P.E.) shall be worn by all personnel at the scene of an emergency or training exercise.

Procedure:

- For the purpose of this procedure protective equipment consists of helmet with face shield, balaclava, turnout coat, pants, boots, gloves, and coveralls.
- All clothing must be issued or approved by the Department. Alterations to any clothing such as the removal of coat liner or attachments to helmet are prohibited. If an alteration or repairs are required, this shall be reported to the Department equipment manager.
- Firefighters that enter hazardous areas shall not wear shirts, trousers, jackets or coveralls that have poor thermal stability or that ignite easily. Station wear and personal garments worn under protective coats and pants shall meet all WorksafeBC regulations.
- Protective equipment must be worn by all personnel according to the following guidelines:
 - Personal safety is not to be sacrificed in order to increase speed of emergency operations. Emergency operations must not commence until involved personnel have donned all necessary protective equipment.
 - All firefighting personnel must wear full protective equipment when responding in an apparatus to a fire or rescue emergency. All protective equipment must be donned prior to boarding the apparatus.
 - Structural fire helmets shall not be worn while responding in any apparatus.
 - All firefighting personnel must wear full protective equipment during training exercises and emergency incidents unless specifically directed otherwise.
 - Personnel operating at the scene of a medical incident shall wear identifiable protective equipment to ensure personal safety during the incident.
- Gloves must be worn at all times when hand tools, power tools, hose, ladders or any other equipment is used that could cause injuries to the hands. This includes all work details, maintenance operations and training exercises.
- Helmets shall be worn during incident and training when operating in a hazardous area. Helmets types may vary depending on the incident type (i.e. technical rescue, water rescue, and Wildland firefighting) the officer in charge may dictate the appropriate personal protective equipment needed.

- Traffic safety vests shall be worn whenever SSIFR members are operating in areas of vehicular traffic. The vest shall be donned immediately upon exiting the apparatus and include instances when turnout gear is worn. Turnout coats are not acceptable as high visibility highway safety apparel. Exceptions to these requirements are: While wearing SCBA, wearing HAZMAT personal protective equipment, and technical rescue PPE.
- Damage to personal protective equipment must be immediately reported to the duty officer and / or Supervising officer. The officer inspecting the damaged article will make a decision on the repair needed and if deemed necessary take the piece of equipment out of service.
- Officers in Charge must determine the appropriate level of protective equipment required for personnel operating at incidents where no specific guidelines have been established. Circumstances may arise when it is preferable to allow less than full protective equipment such as removal of turnout coats or the wearing of fire department issued coveralls. In all cases however personnel must wear protective equipment to protect against all foreseeable hazards.
- Technical rescue personnel performing a technical rescue may wear fire department issued coveralls when affecting a technical rescue.
- Each member must ensure that their personal protective equipment is maintained in good condition. PPE checks shall be done a minimum of twice per year with officers performing checks on all platoon members PPE under the supervision of the Equipment Manager. This inspection must be confirmed by the completion of the ***Personal Protective Equipment Inspection*** report contained in this Operational guideline and its submission to the Equipment Manager for record keeping.
- Additional Protective equipment must be utilized as circumstances dictate. For example:
- SCBA must be worn in accordance with Department Operational Guidelines, and SSIFR Respiratory Program.
- Goggles and protective hearing devices must be worn as appropriate.
- Leg protectors must be worn when operating chainsaws or forcible entry saws while working in a non-emergency situation.
- Firefighters shall be issued a personal flashlight.
- Prolonged periods without cleaning can cause deterioration of the fire-retardant properties of turnout clothing due to the buildup of unburned hydrocarbons. Short durations of exposure to heavy concentrations of unburned hydrocarbons can cause the same effect. Turnout clothing should be washed regularly as per manufacturers or department Operational Guidelines to remove any buildup of unburned hydrocarbons or other materials.
- Personal Protective Equipment shall not be permitted in the fire station living areas and/or office spaces. All members in PPE shall only be permitted in work zones (i.e. apparatus floor, change room, maintenance / hose tower, and fire apparatus.
- When SSIFR is working in the Wildland / interface, firefighters shall wear long sleeve shirts and pants made of cotton, wool, or flame resistive material, under SSIFR issued fire resistive coveralls.

Reference:

- Occupational Health and Safety Regulations WorkSafe BC
 - (Sec 26.1(a) Forestry Operation Fire Fighting
 - (G31.15) Station Wear and Personal Garments
- SSIFR Operational Guidelines
- NFPA 1851 Standard on Selection, care and Maintenance, of Protective Ensembles for Structural Fire Fighting
- NFPA 1977 Standard on Protective Clothing and Equipment for Wildland Fire Fighting.

Related Guidelines:

Wildfire Suppression Incidents

Self-Contained Breathing Apparatus

Personal Rank and Classification

Personal Flotation Devices (PFD)

Personal Alert Safety Systems (PASS)

Personal Flotation Devices (PFD) OG 2.25.00 Operations



Effective Date: June 16, 2000 Last Revised: June 21, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure that all firefighters working near bodies of water are properly protected with personal flotation devices (PFD). A PFD means a personal flotation device that is approved by Transport Canada or the Canadian Coast Guard and which is suitable to provide emergency flotation to a rescuer.

Scope: All Fire Rescue Personnel

Policy: Personal Flotation Devices shall be worn by all firefighters working near water and that may be exposed to the risk of drowning.

Procedure:

- All Fire Rescue personnel shall be trained in the various types of PFD's and the donning procedures for each type.
- Inflatable PFD's shall be worn over top of the SCBA to allow for full activation and deployment.
- Standard non inflatable lifejackets shall be worn under the PPE coat, un-obstructing the use of the SCBA.

Reference:

- SSIFR Operational Guidelines (Water Rescue Operations)
- Occupational Health and Safety Regulations WorkSafe BC
- Canadian Coast Guard

Related Guidelines:

Personal Protective Equipment
Self-Contained Breathing Apparatus
Water Vessel Fire Incidents

Personal Alert Safety Systems (PASS) OG 2.26.00 Operations



Effective Date: February 6, 2007 Last Revised: June 21, 2010

Approved: Fire Chief Arjuna George

Purpose:

To ensure that all firefighters are equipped with Personal Alert Safety System device perform the necessary functions to ensure operability, and the procedure on how to respond appropriately in the event of a P.A.S.S alarm activation.

Scope: All Fire Rescue Personnel

Policy: Firefighters who enter an IDLH hazardous area must ensure they have an operational PASS device.

Procedure:

- The PASS alarm shall be tested weekly during the apparatus maintenance checks and documented. A full activation (all phases) is required to ensure full operability. The device shall be clean of debris and inspected for damage or defects.
 - Firefighters entering an IDLH atmosphere must be fully protected by SCBA and the PASS device activated. Prior to entry all firefighters shall ensure their air supply is adequate and that the PASS alarm is fully functioning.
 - If a firefighter becomes disoriented or is in distress the firefighter shall begin the MAY DAY procedures, and guidelines and activate the P.A.S.S alarm.

A PASS alarm activation with no communications is deemed to be an immediate emergency and action.

Reference:

Related Guidelines:

Personal Protective Equipment

Self-Contained Breathing Apparatus

May Day Procedures

Rapid Intervention Teams (RIT)

Emergency Evacuation Alert

Self-Contained Breathing Apparatus (SCBA) Maintenance

Fire Pager / Radio Usage OG 2.27.00

Operations



Effective Date: February 18, 2010 Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure that all members shall be provided with pagers that will alert them to incidents.

Scope: All Fire Rescue Personnel

Policy: Every member issued a fire pager / radio shall ensure that they are fully operational at all times.

Procedure:

- All members shall ensure that they carry their pagers with them when they are available to respond.
- When a member has been alerted of a response, the member shall ensure that the reset button has been activated and that the pager is so located that any subsequent incident notification can be heard.
- Members shall ensure that their pager and radio batteries are kept fully charged and if applicable the batteries shall be rotated.
- On a regular basis SSIFR shall perform a dept wide radio and pager inspection, repair, and maintenance.

The radio paging frequency is different than that of the "Fire Ground" frequency and members will not be able to hear any incident page outs via any of the following radios:

- Base Radios (Fire Halls)
- Portable Radios (Hand-held)
- Mobile Radios (Apparatus Mounted)

Paging Tones:

- Full Page Out (All responders notified)
- First Responder Page Out (Only received by First Responders)
- Daytime Duty / Night-Time Duty Officer (Only received by Career or fill in staff)
- When the situation arises that we have back-to-back incidents, on the second incident Fire Dispatch shall do another page. At that time, the Incident Commander can make a decision on who is to be dispatched to that incident.
- If a member loses a pager / radio it must be reported to the Chief's office immediately. For members that lose a radio or pager without justification acceptable by the Chief or designate. The member may be required to cover 50% of the replacement cost of the item direct from the members payroll entitlement.
- If a pager / radio need repairs, a repair form is available at Hall #1. The form must be completed and attached to the item needing repair. A loaner may be available to use while repairs are being made.

Reference:

- SSIFR Operational Guidelines
- CREST

Related Guidelines:

Dispatch Procedures

Organizational Structure

Radio Operations

Communications Outage Procedures

Vehicle Repeater System (VRS)

Dispatch Procedures OG 2.28.00

Operations



Effective Date: February 18, 2010 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish guidelines for the procedures of walk in / phone in emergency requests and the notification of Dispatch.

Scope: All Fire Rescue Personnel

Policy: On receipt of all non-dispatched emergencies, the SSIFR personnel must record the appropriate complainant information, and immediately notify Dispatch of the response and location or dial 9-1-1.

Procedure:

- All Fire Rescue personnel when notified of an emergency via means of a walk-in complaint or phone call shall ensure that all pertinent information is collected and recorded. (Incident Address, Complainant's contact information, and type of incident)
- Prior to responding notification to our Dispatch is required and all information provided to them.
- If additional resources are required a department page shall be requested.
- If ambulance or police are required to attend, dial 9-1-1 to report the incident directly.

Reference:

Related Guidelines:

Fire Pager / Radio Usage

Radio Operations

Communications Outage

Radio Operations OG 2.29.00

Operations



Effective Date: August 1, 2002 Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure that all firefighters are aware the proper terminology and procedures for radio operations.

Scope: All Fire Rescue Personnel

Policy: Radio communications shall be of plain English, and no codes. Each Member shall be familiar with the functions & capabilities of each SSIFR type radio & accompanying systems.

Procedure:

- Each Fire fighter shall be trained on radio operations, as per NFPA 1001 and SSIFR standards. Members shall be familiar with the operation of all types and styles of SSIFR radios.
- Firefighters shall practice proper two-way communications using plain English with no jargon or codes used.
- Firefighter calls signs shall be as follows: LAST NAME (rank may be added) "*Chief George from Captain Lundy*". Seniority numbers shall not be utilized for radio communications.
- Apparatus call signs shall be the vehicle type (i.e. Engine) and the unit's Identification number (i.e. Engine 3). "*Engine 1 from Tender 1*". Do not shorten the Apparatus name, announce the full name and number (i.e. Engine 2 vs E2)
- Portable Radios on scene will be required to switch to the Simplex Channel, after the activation the Vehicle Repeater System (VRS) on an apparatus. (See OG Vehicle Repeater System (VRS).
- Each firefighter issued a portable radio shall be responsible for notifying the SSIFR of radio issues, and / or repairs needed. If a portable radio is lost or damaged at the Chief's discretion the firefighter may be responsible for the repairs or replacement. A misplaced radio / pager must be reported immediately to the Duty Officer or Management.
- For large scale events a SSIFR radio operator(s) shall monitor and communicate from Hall #1 or a satellite location.
- Fire Dispatch will be monitoring & recording all radio communications that take place.

Reference:

- NFPA 1001 Standard for Firefighter Professional Qualifications

Related Guidelines:

Vehicle Repeater System (VRS)

Fire Pager / Radio Usage

Communication Outages OG 2.30.00 Operations



Effective Date: October 12, 2005 Last Revised: August 10, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure that all SSIFR personnel are aware of the procedures to follow during radio, or telephone service disruption.

Scope: All Fire Rescue Personnel

Policy: Every effort shall be made to staff the fire stations and attempt to re-establish communications with the involved agencies and emergency services.

Procedure:

- Upon notification of a mass communications outage, dispatch shall be notified, as well if possible other emergency services (Emergency Program Coordinator, RCMP, BCAS, SAR)
- The Duty Officer or Chief shall request a page to all members in an attempt to staff and open all fire stations to the public in case of an emergency.
- The Emergency Operations Centre / Program Coordinator shall be contacted.
- Radio, internet and cellular communications links shall be attempted with agencies including the Hospital.
- If the CREST radio system fails, the 24 hr pager service shall be contacted. Contact info found in the SSIFR Emergency Contact book.

Reference:

- CREST trouble call-out Matrix

Related Guidelines:

Dispatch Procedures

Critical Benchmarks OG 2.31.00

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish a consistent set of critical benchmarks to be documented and reported to the members on scene and Fire Dispatch.

Scope: All Fire Rescue Personnel

Policy: The following terminology should be used for incident benchmarks and recorded by contacting Fire Dispatch.

Procedure:

Term Used	Definition of Term	Comments
Acknowledge Page	Incident confirmed	
On Route	Attending to the incident	Unit designation to be added
On Scene	Arrived at the incident	Unit designation to be added
Command Established	I/C Identified at incident (Name)	Add geographical confirmation.
Nothing showing	No visible emergency	
Working fire	Active fire	
Smoke showing	Smoke showing	
Investigating	Looking to gather information	
Primary search	Completed	
Secondary search	Completed	
Under control	Situation has been stabilized	
Mayday	Firefighter in distress	
Abandon	Firefighters to leave the building immediately, leaving all equipment	
Evacuate	Firefighters to assist citizens/public to leave the building	
Withdraw	Firefighters to leave the building bringing all equipment with them in a timely manner	
Fire Struck	Fire is out	
RIT	RIT team established	
Loss Stop	Property conservation is complete (Salvage and Overhaul)	
PAR	Personal Accountability Report is being conducted or completed	
Clear of Scene	Apparatus leaving the incident	State Apparatus ID name.
Command terminated	I/C no longer in charge	
Back in Service	Once all units are back in service and ready for a second incident.	

Reference:

- BCFTOA and FCABC Essential Benchmark Document

Related Guidelines:

Situational Awareness

Emergency Abandonment

Duty Officer Response

10 Minute Timer

Structure Firefighting Initial Attack Strategies

On-Board Vehicle Repeater System OG 2.32.00 Operations



Effective Date: August 10, 2015 Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure that all members are familiar with the operations on the Vehicle Repeater System (VRS) on our apparatus and when they must be activated.

Scope: All Fire Rescue Personnel

Policy: To have a procedure when to activate a VRS while operating on any emergency.

Procedure:

- The VRS system shall be activated on all emergencies to improve on scene communications. (Engine 1, E2, E3, Battalion 1) are equipped with VRS Radios. The VRS activation button is located on the CREST Radio in cab.

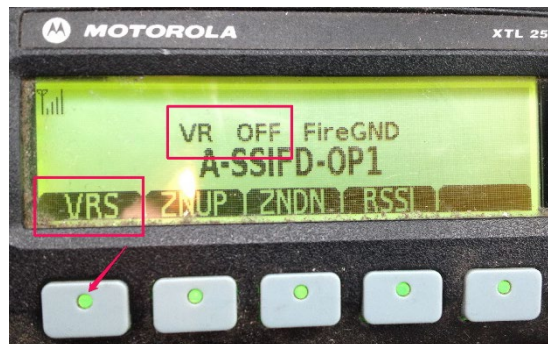


- All Apparatus are to remain on CREST **A-SSIFR-OP1** unless directed to switch to another Tac channel by the Duty Officer or Command.
 - First Arriving apparatus shall activate the VRS once on scene, with a quick double click of the VRS button. The CREST channel that is selected (A-SSIFD-OP1) will be the one repeated.
 - Command must notify all on scene personnel what the operating tactical channel is set at.
 - Once the VRS system is activated all portable radios including the Incident Commanders must switch to SIMPLEX. **(A-SSFD-SIM)**

Apparatus DO NOT switch to Simplex unless specifically requested by command

- Once the VRS is activated an audible "BONK" will not be heard. Two-way communication is crucial for proper communications and correct information exchanged.

- When the emergency is completed the vehicle with the activated VRS must deactivate the system and return to regular Ops1 (VRS OFF)



- When all units are clear from scene all personal portable radios must switch back to **A-SSIFR-OP1. Apparatus Portable Radios are to be left on SIMPLEX.**
- Multiple incidents can operate the VRS system, but proximity could be an issue. Simplex Channels or alternate Tac channels may need to be utilized.
- Major multi-agency incidents can easily overwhelm the CREST radio system, if this occurs utilize the Simplex radio channel without the VRS activated and reduce the CREST channel usage.

If vital alert information needs to be communicated to responding members, the Duty Officer may request a second page out notification. Such incidents may be for vital alert information, wait for RCMP, stand down, or no more firefighters needed.

Reference:

- CREST

Related Guidelines:

Radio Operations

Fire Pager Radio Usage

Self Contained Breathing Apparatus OG 2.33.00

Operations



Effective Date: February 18, 2010 Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To provide SSIFR personnel with the knowledge and requirements for wearing a Self-Contained Breathing Apparatus (SCBA).

Scope: All Fire Rescue Personnel

Policy: All firefighters shall receive initial SCBA training, as well as maintenance training to stay proficient in their use.

Procedure:

- All SSIFR personnel shall always wear SCBA where the firefighter could encounter hazardous materials atmospheres including the following: **Oxygen Deficient areas / Elevated Temperatures / Smoke / Toxic atmospheres (with or without fire) (IDLH)**
- SCBA shall be worn and maintained in accordance with the Salt Spring Fire Rescue Respiratory Protection Program.
- All SSIFR personnel trained to use an SCBA shall be SCBA fit tested on a regular basis. The results of all fit tests shall be kept on file. Members shall maintain facial hair so that it does not affect SCBA use and a proper fit test seal.
- The Incident Commander may decide that SCBA is not required at an incident.
- Supervising Officers shall monitor SCBA usage and air management in their group/division/team.
- Officers shall ensure all firefighters receive Rehab as per SSIFR guidelines.
- For operations that required SCBA, firefighters shall continue to wear them until the environment has been deemed safe with a gas detector.

Reference:

- NFPA 1852 Standard on Selection, Care, and maintenance of Open Circuit SCBA.
- NFPA 1001 Standard for Firefighter Professional Qualifications
- NFPA 1404 Standard for Fire Service Respiratory Protection Training
- SSIFR Respiratory Protection Program
- Occupational Health and Safety Regulations WorkSafe BC

Related Guidelines:

Personal Protective Equipment
Air Management
Carbon Monoxide Incidents
Gas Detector Use
Firefighter Rehab
IDLH and Structural Entry Requirements

Air Management (SCBA) OG 2.33.01

Operations



Effective Date: November 27, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: The purpose of the air management policy is to improve firefighter safety by describing how we will manage the air in our SCBA cylinders while operating in a hazard zone at an incident.

Scope: All Fire Rescue Personnel

Policy: Firefighters should follow the **R.O.A.M.** principles by constantly monitoring their SCBA air supply and frequently reporting their air status to their Team Leader. Team Leaders shall constantly monitor their Teams air supply. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- All firefighters should ensure they have a full (90%+ of cylinder capacity) cylinder of SCBA air before operating in a structure with IDLH environment.
- Conduct a buddy ***“Ready Check”*** prior to making entry.
 - **Radio.** Each member will verify radios are turned on and working; are switched to the correct channel, and everyone knows who they are reporting to.
 - **Equipment.** Each member has the equipment needed for the assignment and knows how to use it. Each member will verify proper application of PPE.
 - **Air.** Each member will do a pre-entry air check and verify enough air to begin the assignment.
 - **Duties.** Each member will be advised of their duties within the team’s assignment.
 - **Yes.** If all of above are affirmative, the team can advise Command that the ready check is complete, and the team is entering the hazard area.
- All firefighters are responsible for safely managing their own air supply. Firefighters will constantly assess and constantly keep track of their air supply and shall frequently report their SCBA air status to their team leader.
- Firefighters shall monitor their air supply via the SCBA gauge and/or Heads up display (HUD) in their SCBA mask piece.
- **The Rule of Air Management (R.O.A.M.)** is defined as each individual firefighter knowing how much air they have used, and manage the remaining air left in their bottle so they may exit and hazard zone before their SCBA low-air warning bell rings.
- A low-air warning bell ringing at an emergency scene should become an audible warning that a firefighter maybe in trouble. This must be investigated immediately.
- Team leaders shall be constantly assessing their own and their teams air supply.

- Command should seek “air status” reports of teams working in a hazard zone. (Benchmarks reports are 10-minutes).
- Team members will enter and exit the IDLH environment together.
- To enhance firefighter safety, command shall maintain a tactical reserve of teams on scene. An extra team should be assigned to a forward **“On Deck”** position to facilitate a rapid relief and replacement of team that are exiting the hazard zone. The **On-Deck** team will also be ready and available to rapidly deploy for Firefighter rescue in the event RIT is required.
- If conditions are **NOT improving** or worsening (getting hotter, smokier) the Team will exit the IDLH when their air supply reaches 50% (based on the lowest members of the team readings).
- The remaining 25% of the air supply is the emergency reserve to be used only in the event of an emergency occurs while exiting such as becoming lost, or entangled upon exiting the hazard zone.
- If conditions **ARE improving** (cooling and less smoke) and the Team can see an Exit they can continue to operate in the IDLH environment until a low air alarm activates on one of their members.
- To enhance fire-ground safety and to avoid having teams stay in a IDLH environment too long, Command shall attempt to maintain an **“on-deck”** team of firefighters to facilitate a rapid replacement of Teams that are exiting the IDLH environment because of lower air supplies.

Reference:

- NFPA 1852 Standard on Selection, Care, and maintenance of Open Circuit SCBA.
- NFPA 1001 Standard for Firefighter Professional Qualifications
- NFPA 1404 Standard for Fire Service Respiratory Protection Training
- SSIFR Respiratory Protection Program
- Occupational Health and Safety Regulations WorkSafe BC
- Seattle Fire Department
Air Management for the Fire Service (Gagliano, Philips, Jose, Bernocco)

Related Guidelines:

Personal Protective Equipment
Carbon Monoxide Incidents
MayDay Protocols
Emergency Abandonment
Personal Risk (Rules of Engagement)
Incident Command
Accountability
Self-Contained Breathing Apparatus
Staging

Emergency Abandonment OG 2.34.00 Operations



Effective Date: November 25, 2017 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish a procedure that ensures all personnel are promptly alerted when an emergency scene must be immediately “abandoned”.

Scope: All Fire Rescue Personnel

Policy: When an Incident Commander or Safety Officer determines that the conditions at an incident have or may soon deteriorate to the point where firefighters working within the hazard area may be in danger, an emergency **“Withdraw”** or **“Abandon Building”** order shall be issued. Firefighters shall immediately leave the danger area and report to their officer.

Procedure:

Definitions: (Important Terms)

Abandon: Firefighters to leave the building immediately, leaving all equipment not needed in place.

Withdrawal: Different than an Abandon command. Firefighters are to leave the building, bringing all equipment with them in a timely manner.

Evacuate: The word evacuate shall refer to all non-fire personnel or fire victims at a scene.

When the Incident Commander / Safety Officer determines that it is necessary for crews to **Withdraw** an emergency scene the following procedure will be followed:

- The Incident Commander shall report “Emergency Traffic” on the fire ground tactical channel with the orders to either Withdraw from the building or area.
- The Incident Commander will broadcast a **“Withdraw”** message over the radio, which shall dictate that all crews are to collect tools and withdraw from the area or building quickly.
- The Incident Commander or Safety Officer shall repeat three (3) times “Withdraw from the building/area”. Officers or team leaders shall acknowledge this order by radio or other means

When the Incident Commander / Safety Officer determines that it is necessary for crews to **Abandon** an emergency scene the following procedure will be followed:

- The Incident Commander will broadcast an emergency traffic **“Abandon”** message over the radio, which shall dictate that all crews are to abandon the building / area immediately.
- The Incident Commander or Safety Officer shall repeat three times “Abandon the building/area”. Officers or team leaders shall acknowledge this order by radio or other means.
- All apparatus drivers at the scene upon hearing the **“Abandon”** command shall immediately sound their air horns and sirens with continuous short blasts for an extended period of time.
- Upon **Abandonment**, all personnel are to report to their supervising officer. Under no circumstances shall anyone remain in the hazard area.

- Those not under direction of an officer are to report to the command post / accountability.
- When the **abandon** area is complete the Incident Commander will conduct a personnel accountability report (P.A.R.) with all personnel involved at the emergency scene.
- The RIT members are to remain ready for deployment until relieved of this duty by the Incident Commander.
- Once all members are safely accounted for, Command shall re-assess the Incident Action Plan (IAP) and deploy the Rapid Intervention Team is required.

Reference:

- Occupational Health and Safety Regulations WorkSafe BC
- IAFC Ten Rules of Engagement
- FCABC / BCFTOA Essential Radio Benchmarks for the BC Fire Service

Related Guidelines:

May Day Procedures

Rapid Intervention Teams

Air Management

Radio Benchmarks

Incident Command

Structural Entry Requirements

Situational Awareness

Blank OG 2.34.01

Operations

Effective Date: Last Revised:

Approved: Fire Chief Arjuna George



Purpose: x.

Scope: All Fire Rescue Personnel

Policy: x

Procedure:

x

Reference:

- SSIFR

Related Guidelines:

x

MAYDAY Procedures OG 2.35.00

Operations



Effective Date: February 18, 2010 Last Revised: August 28, 2014

Approved: Fire Chief Arjuna George

Purpose: The purpose of this guideline is to provide common terminology and action steps to be taken by firefighter(s) who become distressed during firefighting operations. Each member is expected to know, understand, and operate according to this guideline as situations arise.

Scope: All Fire Rescue Personnel

Policy: The members of the SSIFR will understand the steps and self-rescue skills in the event a MAY DAY emergency is broadcasted and/or requested.

Procedure:

All Officers of the SSIFR are responsible to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline and the appropriate risk / benefit analysis is conducted before committing personnel to interior operations in an IDLH atmosphere.

The notification of a firefighter(s) in distress is very time sensitive. Command must be notified as soon as a firefighter(s) finds themselves in distress or are discovered missing during the personnel accountability report. (PAR)

The Term **"MAYDAY"** is reserved only to report lost / trapped firefighters or firefighters low of air and in trouble. The Term "Emergency Traffic" shall be used to report other emergencies.

When firefighters find themselves in one of the following situations, he/she/they shall announce **"MAYDAY - MAYDAY- MAYDAY"** over the radio channel:

- Lost or disoriented
- Low Air alarm is activated and with no firefighter communications.
- Become trapped by a collapse within a building
- Trapped by fire spread
- Injured or serious illness develops
- Any event that causes a firefighter(s) to feel that he will not survive without the assistance from others.
- In the event you discover other firefighter(s) who need the assistance of the RIT team.
- Unable to locate, and / or communicate with an assigned interior group

**** If you think or feel for one instant that you are in trouble, Call MAYDAY, early recognition is the best scenario to get assistant in time. ****

Steps in calling a MAYDAY:

1. Activate Emergency button on your CREST Portable Radio.

2. Announce **“MAYDAY- MAYDAY - MAYDAY”**

***Although these words are the choice, do not discount any other message that could reflect a firefighter in peril. ***

3. Re-Announce the “MAYDAY – MAYDAY – MAYDAY” while continuing to find your way out if safe to do so.

4. Activate PASS device. If you are alert and conscious you should not activate your pass until your MAYDAY and LUNAR transmission has been received and all-important information has been communicated. The RIT team or Command may instruct you to activate it for homing purposes.

5. When the MAYDAY has been acknowledged by the Incident Commander, he/she shall direct all fire ground radio traffic to clear the air. The firefighter calling the MAYDAY, and the Incident Commander along with the RIT shall be the only radio traffic during the emergency.

6. If capable, self-rescue should be done as soon as possible to escape to an area of refuge. Techniques: to follow the hose line out, self-package for extrication, search for a window, or exit, breach a wall, and / or retreat to a safe refuge.

7. Stay Calm and conserve AIR, using proper breathing and emergency SCBA techniques.

8. Once a MAYDAY has been called a Personal Accountability Report (PAR) may need to be conducted. The most hazardous areas first, working to the least hazardous.

9. A MAYDAY may be declared when conducting a PAR if there is no response from a group.

10. When the missing or injured firefighter(s) have been removed from the Hazard Zone, and all members accounted for, the Incident Commander or distressed firefighter shall “CLEAR” the MAYDAY via Radio or Face to Face and re-evaluate the Action Plan. The all clear shall only be announced once all members are out of the Hazard zone and all accounted for.

Reporting a MAYDAY, the simple acronym (LUNAR) should be used to provide Command and the RIT team with the appropriate information.

(LUNAR)

Location if you know (i.e.) ‘working on the second floor Bravo side’

Unit Designation (i.e.) “Bremner with 3 members” “

Name (i.e.) use your last name

Assignment /**A**ir. Job you were assigned to perform (i.e.) Ventilation, and percent of Air (50%, 75%)

Resources – What the RIT will need to assist you (i.e.) SCBA, Hydraulic Equipment, Ladder etc.

Reference:

- Occupational Health and Safety Regulations WorkSafe BC
- SSIFR Operational Guidelines (Emergency Traffic, Emergency Evacuation Alert)

Related Guidelines:

Rapid Intervention Teams

Incident Command

Structural Entry Requirements

Situational Awareness

Air Management

Accountability

Firefighter Rehab – Operational Recovery OG 2.37.00

Operations



Effective Date: February 18, 2010 Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish a guideline for the operational recovery of firefighters to ensure that the physical and mental condition of the firefighter does not deteriorate to a point that affects the safety of the firefighter, other firefighters or others involved in an incident or training session.

Scope: All Fire Rescue Personnel

Policy: The Incident Commander or Lead Instructor shall establish a rehabilitation and assessment function at all events where firefighters may be subjected to strenuous physical activity for more than sixty (60) minutes, after the second SCBA bottle usage, or when firefighters are exposed to extreme heat or cold for more than sixty (60) minutes or anytime when in his/her opinion conditions indicate that rest and rehabilitation is needed.

All elements of the Salt Spring Fire Rescue Firefighter Rehabilitation Program including all forms and documents encompassed within and as adopted by the Salt Spring Fire Rescue becomes part of Operational Guidelines.

Procedure:

Firefighting is physically demanding work, often in challenging environments. Firefighters can rapidly become overheated, fluid depleted, and energy depleted. As a firefighter's physical condition becomes compromised, he or she is less able to perform safely and more likely to be injured.

1. Establishment of the rehabilitation function:

The Incident Commander shall establish a rehabilitation function at all incidents and training sessions where firefighters may be subjected to strenuous physical activity for more than sixty minutes, after utilizing two SCBA air bottles, or when firefighters are exposed to extreme heat or cold for more than sixty minutes, or anytime when in his/ her opinion conditions indicate that rest and rehabilitation is needed.

- During emergency incidents, that meet the above criteria, the Incident Commander should call BCAS to assist in providing this function. If BCAS provides this function the fire department would then work with BCAS for the rehabilitation of firefighters.
- If BCAS is not available, the Incident Command will establish a fire department rehabilitation function through the Staging Officer and follow the fire departments guidelines for the rehabilitation of firefighters. Even if BCAS is available and on-site the Incident Commander may choose to establish a fire department rehabilitation function.
- During training sessions, that meet the above criteria, the Leader Instructor shall establish a fire department rehabilitation function and follow the fire departments guidelines for the rehabilitation of firefighters.

- Company Officers shall be responsible to monitor their team for signs of heat / cold stress, and provide information to Command for relief, or reassignment.
- Firefighters must also be familiar with the signs and symptoms of heat/cold stress and promptly inform their officer when rehabilitation is needed. (Maintain unit integrity)

2. Location of the fire department rehabilitation function:

- The location for the rehabilitation function should be selected based on the following criteria:
- Outside of the hazard zone
- Away from vehicle exhaust and smoke.
- Sheltered from wind, rain, heat, cold and sun.
- Accessible by ambulances if needed.
- Close to the fire ground or area of operations to facilitate movement of firefighters between rehabilitation and assignments.

3. Resources needed for fire department rehabilitation function

The following resources should be available at the Rehab Station:

- Assessment package: Automatic blood pressure cuff, two digital thermometers, Pulse Ox meter, watch or clock and forms.
- Decon Wet-wipes for cleaning face and hands.
- Medical Gloves.
- Fluids; lots of water and a generous supply of ½ strength electrolyte replacement drink. (Consists of 50/50 water and Gatorade, or other suitable Sport drink).
- Foods: microwavable soups, light meals, fruit (oranges, grapes and bananas, if available) and other light snacks.
- Chairs: At least four sturdy chairs including (Kool-kore) chairs.
- Shelter
- Misting fans: Should be used as needed.
- Radio: To communicate with Incident Command.
- No tobacco shall be permitted in or near the rehabilitation area.

4. Fire department rehabilitation function procedures:

- Firefighters returned to staging by the Incident Commander will first report to the Staging Officer, and then report to the Rehab Officer for re-hydration, rest and assessment. All members must be accounted for during Rehab.
- The Rehab Officer will document all movements and assessments done through the rehabilitation function.
- The Rehab Officer will be under the control of the Staging Officers (or the Incident Commander if Staging is not established) and will communicate with the Incident Commander through the Staging Officer.
- The Staging Officer will track (accountability) which firefighters are in rehabilitation and which have completed rehabilitation and are ready for assignment.

- The Rehab Officer will advise the Staging Officer (or Command) when firefighters have successfully completed rehabilitation.
- If the incident or training session is small in size the Staging Officer and Rehab Officer may be the same person.
- The Rehab Officer will advise the Staging Officer if any firefighters are being referred to medical attention (BCAS or doctor). The Staging Officer would advise Incident Command of this.
- Personnel in rehabilitation shall rest for at least ten (10) minutes prior to being assessed for reassignment.
- If a member is demonstrating abnormal vital signs, he or she shall be monitored frequently during rehabilitation.
- Personnel experiencing chest pain, shortness of breath, dizziness, or nausea shall be transported to hospital for treatment.

Reference:

- Occupational Health and Safety Regulations WorkSafe BC
- SSIFR Operational Guidelines
- SSIFR Firefighter Rehabilitation Program and Documentation
- NFPA 1584 Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises

Related Guidelines:

Incident Command
 Incident Safety Manager
 Accountability
 Field Incident Technician

BCAS Attendance at Emergency Incidents OG 2.37.01

Operations



Effective Date: October 10, 2002 Last Revised: May 5, 2015

Approved: Fire Chief Arjuna George

Purpose: To ensure that all firefighters attending an emergency incident have immediate access to emergency medical treatment and transport.

Scope: All Fire Rescue Personnel

Policy: The Incident Commander shall ensure that BCAS is dispatched on a standby basis to all applicable incidents for our firefighters. BC Ambulance will treat and will transport any injured firefighter at the scene of an incident.

Procedure:

- Incident Command / or Duty Officer shall ensure BCAS is requested on all confirmed structure fires or other incidents deemed necessary by Command. BC Ambulance will serve the department on standby in case of an injury to a firefighter.
- The Incident Commander shall establish a staging area for all BCAS personnel standing by. Safety of BCAS paramedics at any emergency scene is the responsibility of the incident commander and orders for their protection will be given to personnel and the Safety officer.
- BCAS paramedics may assist or manage REHAB and firefighter health monitoring while standing by.
- Injured workers may be transported to hospital via fire department vehicles who have sustained a minor injury that does not require ambulance to attendance. Proper Worksafe injury paperwork must be completed as per SSIFR operational Guidelines.
- Once the emergency has been stabilized and deemed safe by the incident commander the BC Ambulance may be released from the scene.

Reference:

- SSIFR Operational Guidelines

Related Guidelines:

Firefighter Rehab
Incident Command

Provision of Nourishment at Emergency Incidents OG 2.38.00 Operations



Effective Date: December 11, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To identify the factors that are to be taken into consideration by the Officer in Charge when deciding to provide nourishment at an emergency incident.

Scope: All Fire Rescue Personnel

Policy: The provision of nourishment at an emergency incident shall follow the terms in the as defined in this operational guideline.

Procedure:

Factors to consider:

- The Officer in Charge will consider the following factors as to when to provide nourishment:
- A regularly scheduled opportunity for food has been prevented by the incident.
- The incident is expected to continue.
- It is predicted the duration of the incident will not allow personnel to be relieved.
- The weather conditions are extreme
- The nature of the work is extreme.

Consideration of Suppliers:

The Officer in Charge may consider a range of fluid and /or food services given the time of the day or night which may include but are not limited to:

- SSIFR Partners
- Grocery Stores
- Corner stores
- Bakeries
- Restaurants
- Catering companies

Responsibilities of the Officer in Charge:

The officer in charge or their designate is responsible for:

- Identifying the service provider and the kind of food and/or fluid to be provided based on the incident.
- Determine the method of pick up or delivery to the scene.
- Provide direction concerning invoicing by service providers.

Reference:

Related Guidelines:

Firefighter Rehab

IDLH and Structural Entry Requirements OG 2.39.00

Operations



Effective Date: February 18, 2010 Last Revised: June 22, 2010

Approved: Fire Chief Arjuna George

Purpose: To identify staffing requirements and qualifications for entry into structures or IDLH (Immediately Dangerous to Life or Health) environments when SCBA is used.

Scope: All Fire Rescue Personnel

Policy: Fire suppression personnel shall not enter a structure or IDLH environment for the purpose of fire suppression, or rescue until a minimum of two fire fighters are assembled to work as a team inside the structure and a minimum of two fire fighters are available outside the structure to provide assistance or perform firefighter rescue. Any task that the outside fire fighters perform while in standby rescue status must not interfere with the responsibility to account for those individuals in the hazard area. Any task, duty or function being performed by the rescue team must be such that the work can be abandoned without placing a fire fighter at additional risk, if rescue or other assistance is needed.

In life threatening situations or upon determination of the Incident Commander that a rapid, safe initial interior attack or defensive search would mitigate the situation, the policy may be modified in accordance with *WorkSafe BC Reg. 31.23 (Entry into Building)* allowing entry of the initial crew, if the members consist of four personnel with one person, other than the pump operator, remaining outside.

Procedure:

When an interior attack cannot be initiated in accordance with this guideline:

- The first arriving officer will don PPE and conduct a size-up, provide an initial report, establish command and provide instructions to the next responding unit.
- Under officer direction, the crew on the first arriving unit will don PPE and SCBA and conduct activities directed by the Incident Commander.
- Assemble the offensive attack on arrival of the second apparatus.
- Establish a RIT Team prior to a second team entering the structure of IDLH environment or within ten minutes of the initial team entering.
- Firefighters identified with a Black helmet shall not be permitted to enter into an offensive interior attack or IDLH environments. At the Incident Commanders discretion, he/she shall permit Black Helmet firefighters to enter these environments for post incident salvage and overhaul.

Reference:

- SSIFR Operational Guidelines
- Occupational Health and Safety Regulations WorkSafe BC
- NFPA 1500 Standard for Fire Department Occupational Safety and Health Program
- NFPA 1407 Standard for Fire Service Rapid Intervention Crews
- WorkSafe BC Reg. 31.23 (Entry into Building)

Related Guidelines:

Structural Entry Requirements

Personnel Risk (Rules of Engagement)

Personnel Rank and Classification

Care and Maintenance of Personal Ensembles for Structural Fire Fighting

Structural Firefighting Initial Attack Strategies OG 2.40.00

Operations



Effective Date: November 25, 2017 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: The purpose of this guideline is to provide a consistent approach to structural firefighting strategies and tactics. These concepts are written as guidelines to provide fire officers the ability to adjust tactics to a specific emergency. These guidelines are in no way intended to replace one of the most important assets on the fireground, the thinking fire officer. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers are allowed to deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Commander of their actions.

Scope: All Fire Rescue Personnel

Policy: All firefighters should be intimately familiar with the tactical guidelines. Company officers should understand all company assignments and how each unit works within the larger fireground picture. All personnel should know the guidelines well enough, so that when they have to deviate from the guidelines, they realize the impact their actions will have on other operating companies and communicate accordingly.

Procedure:

INCIDENT PRIORITIES

The following priorities will guide decision making during the incident:

- Life Safety
- Incident Stabilization
- Property Conservation

When operation at structure fires, the following tactical goals apply:

Structural Fire Tactical Goals

S.L.I.C.E.R.S.

Sequential Actions

Size Up

Locate the Fire

Identify and Control Flow Path

Cool the Space from Safest Location

Extinguish the Fire

Actions of Opportunity

Rescue

Salvage

Sequential Actions: To take place in order/ **Actions of Opportunity:** May occur at any time

SEQUENTIAL ACTIONS: To take place in order

Size Up

Size-up must occur at every fire, and as a result of the size-up, the resources available and situational conditions; weather, fire location, size, structure, construction etc. A tactical plan for that fire must be developed, communicated and implemented. First arriving officers/incident commanders are responsible for obtaining a 360-degree view of the structure involved. Where impractical because of building size or obstructions, the incident commander should delegate other arriving units to view parts of the structure unseen by the incident commander.

Locate the Fire

The location and extent of the fire in the building must be determined. Officers should use all means available to make this determination. Thermal Imagers should be booted prior to arrival and at the ready for the initial 360-degree lap of the structure. The location of the fire and current conditions will dictate the best location to attack the fire

Radio Benchmarks

- Initial Radio Report
- Declare Operational Mode (Rescue Mode, Offensive Mode, Defensive Mode, or Investigative Mode).

Identify the Flow Path

The incident commander should identify the presence and/or location of the flow path. Effort should be taken to control ventilation and the flow path to protect potential building occupants and limit fire growth. If a flow path is visible, consider closing doors and windows to limit air flow. When closing doors and windows, firefighters should be aware of any potential rescues readily accessible via doors/windows.

Cool the Space from the Safest Location

Given information obtained during the size up, locating the fire and identifying the flow path, the incident commander will determine if high heat conditions exist inside the structure. When high heat conditions are present, the incident commander will determine the safest and most direct way to apply water to the superheated space, or directly on the fire when available. The primary goal in this step is to reduce the thermal threat to firefighters and potential occupants as soon as reasonably possible.

Radio Benchmarks

- Fire is “Under Control”
- Communicate method of continued operations

Extinguish the Fire

Once the thermal threats have been controlled, the fire should be extinguished in the most direct manner possible. The incident commander should recognize the potential for the thermal threat to return and should move to extinguish the fire quickly. The incident commander should ensure the proper initial rescue teams (RIT) are in place for interior fire attack operations.

Radio Benchmarks

- “Fire is Struck” when water is applied to seat of fire and extinguished.

ACTIONS OF OPPORTUNITY: May occur at any time

Rescue

The incident commander should consider the potential for rescues at all times. Firefighters should be prepared to remove occupants. It should be reinforced that often the best action the fire department can take is to suppress the fire. The incident commander and fireground officers must make a rapid and informed choice on the priority and sequence of suppression activities versus occupant removal. As life safety is the highest tactical priority, rescue shall always take precedence. The incident commander must determine the best course of action to ensure the best outcome for occupants based on the conditions at that time.

Salvage

Firefighters should use compartmentalization to control fire, smoke spread and water damage whenever possible.

Special Note on Ventilation: Fire Departments should manage and control the openings to the structure to limit fire growth and spread and to control the flow path of inlet air and fire gases during tactical operations. All ventilation must be coordinated with suppression activities. Uncontrolled ventilation allows additional air into the structure which may result in a rapid increase in the size and hazard of the fire due to increased heat release rates.

Residential Assignment

First Engine

Position Engine past structure or stop short to leave room for additional apparatus.

Establish command, give initial size up, identify and initiate water supply (Rural Water Shuttle if necessary) and state operational mode.

Complete 360 around building.

Responsibilities: Rescue Mode-Rescue of occupants. Fire Attack Mode-Initiate

(Offensive/Defensive) SLICERS, Driver Pump Operator (operations, Defensive Mode-No Entry

Second Engine

- Position apparatus at primary hydrant (when available) and secure water. In rural water settings, prepare for Tender Shuttle operations.
- Ensure continuous water to 1st Engine, if Engine can get its own water, support FDC.
- Responsibilities: Establish Initial Rapid Intervention Team (RIT) when no rescue is evident. In rescue and fire attack mode, initiate 2nd attack line and support initial attack. Driver Pump Operator, Water Supply Operations. Prepare for Initial Search.

Tender Operation (Incident Command has discretion to adjust response plan)

- 1st Tender - Report to Dump Site to Deliver Water.
- 2nd Tender - Report to Dump Site to Deliver Water.
- 2nd Engine - Report to Fill Site to Set-Up Fill Operation
- 3rd Engine - Report to staging.
- 3rd Tender – Report to staging.

Reference:

- International Society of Fire Service Instructors (ISFSI)
- FCABC and BCFTOA Radio Benchmark

Related Guidelines:

Situational Awareness

Incident Command

IDLH and Structural Entry Requirements

10 Minute Timer

Response to Structures with Sprinkler Systems

Care and Maintenance of Personal Ensembles for Structural Fire Fighting

Critical Benchmarks

Tender Operations

Response to Single Family Residences OG 2.41.00 Operations



Effective Date: November 25, 2017 Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

To provide a standard and consistent approach for operations during structural firefighting of single family residences. These procedures are designed to provide a framework for safe operations when dealing with structural fire incidents in common residential type buildings.

Expectations:

All firefighters should be intimately familiar with all tactical guidelines. Company Officers should understand all crew assignment and how each unit works within the larger picture. All personnel should know the guidelines well enough, so that when they deviate from the guideline, they realize the impact their actions will have on other operating units and communicate accordingly.

Scope: All Fire Rescue Personnel

Policy: These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Incident priorities for a structure fire are:

1. Life Safety
 2. Incident stabilization through fire control
 3. Property/environment protection and conservation
- All employees responding to a structure fire will wear the appropriate personal protection equipment.
 - Call out other services as needed: additional staff, RCMP, BCAS, ESS, and B.C. Hydro.
 - If an employee is required to enter or work in an area with immediate danger to life and health, or an area with an oxygen deficient atmosphere, Command will establish a Rapid Intervention Team as per Operational Guidelines #2.29.00 "***The RIT must consist of a minimum of two fire suppression personnel and must be established on scene prior to a second entry team being deployed but not more than ten (10) minutes after the initial attack. When a RIT is deployed a second RIT must be established. The RIT reports directly to the Incident Commander or to the Safety Officer, if one has been assigned...***"
 - During the initial attack stages of an incident, at least one Firefighter in SCBA (excluding the Pump Operator) must remain outside if a team of Firefighters is required to enter a work area with immediate danger to life and health (IDLH), or an area with an oxygen deficient atmosphere.
 - The Rapid Intervention Team (RIT) stationed outside must not be engaged in any duties that limit their ability to make a prompt response to rescue an endangered firefighter.

Procedure:

The first arriving **Company Officer** is responsible for:

- Performing an initial 360° size-up.
- Developing a mental incident action plan (IAP) to determine the initial operational mode.
- Transmitting the initial size-up radio report to all incoming units.
- Taking initial actions consistent with the incident priorities and tactical operations of the incident.
- Consider the use of an exterior direct attack (penciling) when operating in the offensive mode with fire showing.
- Ensuring water supply and resources can support initial actions.
- Establishing the Incident Command System (ICS).

The **Incident Commander (IC)** is responsible for:

- Overall management of the incident and maintaining the IC Status Board. Identifying incident objectives.
- Communicating the current operational mode and providing status reports to Fire Dispatch.

The **Incident Safety Officer/Manager** is responsible for:

- Identifying and evaluating hazards, knowing the current operational mode, and advising the IC in the area of personnel safety.
- Altering, suspending, or terminating any unsafe activity.
- Monitoring the structural integrity.
- Ensuring all utilities are acknowledged and disconnected if needed.

Company Officers are responsible for:

- Reporting hydrant staging position and type (Hydrant, drafting, tank, etc..)
- Performing in the appropriate ICS role (e.g., incident commander, operations, team/division/group supervisor, staging manager, etc.).
- Working within the operational mode and completing tasks consistent with the incident priorities.
- Ensuring water supply can support incident needs.
- Maintaining crew accountability.
- Providing safety briefings.
- Providing status reports to the IC.

Operational modes: After identifying the objectives supporting the incident priorities, the IC identifies and communicates the proper operational mode through the analysis of information gathered during the size-up process. The following are the operational modes:

- Rescue mode
- Investigation mode
- Offensive mode
- Defensive mode
- *Transitional Mode (from one mode to another)*

Assessing the fire and limiting fire growth:

Reducing the Heat Release Rate and the growth of the fire through the application of water as quickly as possible from the exterior or interior increases firefighter and occupant safety while decreasing property loss. Rapid hose line deployment is a top priority for first arriving crews providing rescue is not required.

Size-up: Upon arrival, the first arriving Officer/IC is responsible for evaluating fire conditions and providing initial radio size-up report to incoming units and Fire Dispatch. Evaluation of fire conditions includes:

Locating the fire: The location and extent of the fire in the building must be determined. Attempt to locate the fire from an exterior location before entering the structure. Officers shall use all means available to make this determination. The location of the fire and current conditions will dictate the best location to attack the fire.

Identifying the flow path: Identify the presence and/or location of the flow paths. Efforts should be taken to control ventilation and the flow path and/or potential flow paths to protect potential building occupants and limit growth. If a flow path is visible, consider closing doors and windows to limit air flow. Before closing, firefighters should rescue victims readily accessible via doors/windows.

Structure fire size-up report shall be consistent with Incident Command Instructions:

- Location of fire by address.
- Building description and type of occupancy (e.g., two story residential structure).
- Fire conditions: Are there products of combustion (e.g. nothing showing, light/heavy smoke, working fire etc.).
- Visible or not visible occupants.
- Special instructions (e.g., exposures; location of fire within stated structure; operational mode, if determined).

The RECEO-VS Model may be used to further develop the incident action plan (IAP) and set the priorities for identifying incident objectives and overall management of the incident.

R – Rescue

E – Exposures

C – Confinement

E – Extinguishment

O – Overhaul

V – Ventilation

S – Salvage

R – RIT established

When the incident is concluded, the fire ground shall be secured, and an investigation to take place within three (3) working days.

If there is structural damage to the building notify CRD Building Inspectors of the incident.

An investigation report and all pertinent paperwork to be completed in a timely manner by the Incident Commander and/or Duty Officer.

Reference:

- Office of the Fire Commissioner OFC Fire Reporting Manual

Related Guidelines:

Personnel Risk (Rules of Engagement)

Situational Awareness

10 Minute Timer

Incident Command

MAYDAY Protocols

Firefighter Rehab

IDLH and Structural Entry Requirements

Structural Firefighting Initial Attack Strategies

Offensive and Defensive Operations

Care and Maintenance of Personal Ensembles for Structural Fire Fighting

Fire Investigation

Suppression Incidents Using CAFS Foam OG 2.42.00

Operations



Effective Date:

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish the

Scope: All Fire Rescue Personnel

Policy:

Procedure:

- Under-Development

Reference:

- SSIFR Operational Guidelines

Related Guidelines:

Incident Command

Personal Protective Equipment

Water Supplies OG 2.43.00

Operations



Effective Date: June 1, 2011

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide both the SSIFR members the understanding and information relating to maintain or providing the option of onsite or remote water access

Scope: All Fire Rescue Personnel

Policy: To enable the SSIFR membership the awareness and vision to locate or understand the importance of a good, adequate water supply from either a mobile source or geographical property location.

Procedure:

- **Under-Development**
- When conducting fire suppression activities or emergencies where a water supply will be required, once the situation is sized up by the IC they shall then by using their learned abilities and the support of others members evaluate the requirements for water supply that may be needed. (Required Fire Flow)
- Once determined then the IC will either personally or assign a water supply officer for the situation and move forward in establishing the required supply of water required, via whatever resource manner is available.

Reference:

- NFPA 1142 Standard on Water Supplies for Suburban and Rural Fire Fighting

Related Guidelines:

Fire Hydrant Use

Tender Operations

Overhaul Operations OG 2.44.00

Operations



Effective Date: November 25, 2017 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: Overhaul of fire scenes is essential for the protection of citizens and firefighters alike. Overhaul should include: the search for and extinguishment of hidden or remaining fire; locating the point of origin; determining the cause of the fire; preserving evidence of arson; and making the fire scene safe.

Scope: All Fire Rescue Personnel

Policy: Once the preliminary investigation has been completed, overhaul of the fire area will be conducted while adhering to the following guidelines. All overhaul tasks where there is potential for a contaminated area shall be done in full PPE with SCBA

Procedure:

Prior to overhaul, care should be taken to maintain evidence that is critical in determining cause and origin. Once knockdown of the fire area has been achieved, use the amount of water necessary to prevent the fire from reigniting.

Once the preliminary investigation has been completed, overhaul of the fire area will be conducted while adhering to the following guidelines.

- SCBA will be used for respiratory protection during overhaul of those work areas deemed IDLH (hot zone) or harmful exposure (warm zone).
- The minimum respiratory requirements for particulate exposure only (cold) is a N95 face mask.
- Purge the work area prior to overhaul, by using positive pressure mechanical ventilation. A minimum of fifteen (15) minutes for air purging. Purging is important, even when SCBA will be used for respiratory protection, to reduce potential for dermal absorption of toxins.
- Focus on those areas with direct fire involvement. Utilize the TIC as a tool in finding hot spots, and possible sources of rekindle. Only remove debris that will assist in preventing further loss of property.
- Overhaul of enclosed spaces or attics may be accomplished by dropping ceilings and applying a water mist with Class A foam. During the application of water/foam, pay particular attention to combustible insulation material and wood shakes.
- A fire watch may be necessary if the possibility of rekindle may occur resulting in further property damage.
- Overhaul is a very strenuous and physical fireground task, ensure that the Rehabilitation procedures are followed.

It is essential to balance the desire for exceptional customer service while ensuring our members exposure is kept at a minimum.

The after-incident removal of debris is the responsibility of the property owner/insurance agent. The department attempts to maintain good public relations by assisting the property owner to make the task as easy as possible.

- Personnel shall pile debris, that must be removed to ensure extinguishment, on the property in an area with access for removal and in a location where re-ignition will not extend beyond the debris pile.
- Show respect and empathy for the fire victim. Establish two separate debris piles, one for the not salvageable and one for items that may be salvageable or personal value to the fire victim.
- The salvageable pile should be protected by a tarp, or inside, or boxed up for protection.
- Document all items that are salvageable by photo or written record.
- Salvage and overhaul operations is a key task to demonstrate a high level of customer service by reducing un-necessary damage and protecting those areas or items from further damage.

Reference:

Related Guidelines:

Situational Awareness

Duty Officer Response

10 Minute Timer

IDLH

Automatic Alarm Response OG 2.45.00

Operations



Effective Date: February 18, 2010 Last Revised: June 22, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure that SSIFR shall respond and / or acknowledge all incidents, and that all members responding by themselves are as safe as possible.

Scope: All Fire Rescue Personnel

Policy: The Duty Officer shall be available to acknowledge all dispatched emergency calls and respond accordingly. When a Duty Officer responds as a single unit to any request for assistance, they shall maintain communications with Dispatch. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

1. Upon receipt of an automatic alarm incident, appropriate units shall respond code 3 as per the SSIFR Response Matrix. If a notification is received thru dispatch that the call for assistance is false, the duty officer and all units shall continue to respond routine. The Duty Officer may stand down select apparatus.
2. Upon arrival at the incident, contact shall be made with the owner/ occupants and investigate the reason for the alarm. If found to be a confirmed false alarm the duty officer may cancel the response of all other fire department apparatus.
3. A liability release shall be completed, noting what actions took place.
4. Under "No circumstances" shall a fire department official not attend any incident that has been generated due to an automatic alarm.

Reference:

- SSIFR Operational Guidelines
- SSIFR Response Matrix

Related Guidelines:

Incident Command
Response Protocol
Incident Recording
Alarm System Reset

Fire Alarm Reset OG 2.45.01

Operations



Effective Date: July 16, 2002

Last Revised: August 11, 2010

Approved: Fire Chief Arjuna George

Purpose: To establish a standard operating procedure for resetting of alarm systems.

Scope: All Fire Rescue Personnel

Policy: It shall be the responsibility of the Commander, that when an alarm system needs resetting, that the system is reset by the system owner or building agent.

Procedure:

Once the Incident has been deemed as false or the incident has been resolved, the fire alarm panel shall be located, and the area of trouble confirmed, and the system may then be *SILENCED*.

The entire building shall be checked, beginning at the area shown on the alarm panel, looking for pulled stations, activated smoke/heat detectors or other causes for the alarm.

If nothing is found, then respond back to the alarm panel and after reviewing the procedure with the owner or tenant, a reset should be attempted.

If you cannot achieve a successful reset then the building shall be rechecked again, paying close attention to all warning devices.

If the second reset does not work, then the owner or tenant shall be notified that the system is inoperable, that they will have to provide security and in the case of an occupied building that security shall do regular checks of the entire building until the alarm system has been restored. The owners/ agents shall notify SSIFR when the system has been restored.

SSIFR does not reset fire alarm panels, only silencing is permitted.

When notifying Dispatch that we are back in service, they are to be notified that either there is a successful reset, or in the event of a malfunction, that the alarm system is inoperable (unsuccessful) and that the building owners will notify them when the system is back in operation.

At all alarm calls it shall be the Incident Commands responsibility to ensure that the SSIFR Liability Release is properly completed and signed by all necessary persons.

After returning to quarters, the name of the person doing the reset shall be noted on the response sheet as it will be entered with the fire report.

Reference:

- SSIFR Operational Guidelines

Related Guidelines:

BLANK OG 2.46.00

Operations



Effective Date:

Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy:

Procedure:

- Under-Development

Reference:

-

Related Guidelines:

Response to Structures with Automatic Sprinklers OG 2.46.01

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish a standard response to structural firefighting and strategies for buildings with Fire Sprinkler systems and Fire Department Connections (FDC). This guideline covers any single level to multi floor structures.

These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Scope: All Fire Rescue Personnel

Policy: In response to a commercial alarm or a fire in a structure with built in fire sprinkler protection the first department objective after life safety must be to support an automatic sprinkler system. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

Expectations:

All firefighters should be intimately familiar with all tactical guidelines. Company Officers should understand all crew assignment and how each unit works within the larger picture. All personnel should know the guidelines well enough, so that when they deviate from the guideline, they realize the impact their actions will have on other operating units and communicate accordingly.

When responding to an alarm in a structure the following procedures shall apply:

- Report of Alarm Bells Ringing
- Report of Smoke in building or confined fire

First Arriving Officer and Crew:

Officer shall:

- Consider the incident priorities for all decision making: Life Safety, Incident Stabilization, and Property Conservation.
- Establish command if not already established. If an immediate action is required, Command can be deferred to the next incoming Officer.
- Activate the Vehicle on Board Repeater.
- Identify geographic location
- Size up the situation and report
- Obtain access (Lock Box)
- Check the annunciator panel

- Proceed to fire floor with crew to investigate
- Utilize tactical goals (i.e. S.L.I.C.E.R.S.)

Crew shall:

- Don full protective clothing and SCBA
- Assemble appropriate tools (i.e. Irons, TIC, flashlight)
- Proceed with appropriate firefighting tools (Water Pressure Can, Hose Line)
- Proceed with the Officer to the fire floor

Initial Operations:

- Apparatus are to be positioned in a manner that considers the extent and location of the fire and an evaluation of fire spread and building failure, and must consider the hazards of building collapse, falling glass, etc..
- During assessment, a suitable location for equipment staging cache will be identified.
- Upon arrival on the fire floor, the officer will establish a division and conduct a size up. (i.e. fire on the second floor will be Division 2nd Floor)
- Make a (Conditions-Actions-Needs) CAN situation report to the Incident Commander and request required resources.

Secondary Task:

- If resources are available, securing a water supply and connection to Fire Department Connection (FDC) can be assigned.

NOTE: In house hose cabinets may be utilized to supplement Fire Department hose lines, but they are not to be used as a substitute for Fire Department hose lines.

Elevator Control Procedures:

If the building contains Firefighter Elevators, follow the protocols list:

NOTE: Elevators are to be used only if safe to do so and they are firefighter rated/ designated. If the fire/emergency location is known and the Fire Department elevator is required, the following procedures is to be used:

- Key outside to “ON” position and remove key
- Shine flashlight up the hoist way to see if there is any smoke.
- Use stairway if any smoke is visible in the hoist way.
- If the decision to use the Fire Department Elevator is made, key inside switch to “ON” position and test operation.
- Proceed to the floor below the fire floor
- If staffing allows assign a firefighter to remain with the elevator, return to the lobby for additional resources or staffing. The Firefighter must have radio communications.

Second Arriving Officer and Crew

- Secure a water supply
- Make connection to building Fire Department Connection (FDC) if ordered, supply a minimum of 150psi.

Officer Shall:

- Check annunciator panel and ensure the first arriving crew is responding to the fire floor.
- Locate and control all interior stairwells.
- If possible, establish one stairwell for evacuation and one stairwell for fire operations.
- If an in-house public-address system is available, use it for assisting evacuation.
- Liaise with building occupants.
- Determine room numbers of disabled/physically challenged people and notify Command.
- Obtain Floor Plan and Pre-Incident Plan
- Depending on the magnitude of the incident, account for building occupants.
- Notify Emergency Support Services (ESS) if warranted.
- Establish RIT on deployment floor.

Crew Shall:

- Report to Command if unassigned (or staging if established).
- When assigned to the fire floor, firefighters shall not proceed without additional equipment (i.e. air bottles, rescue equipment, etc.)

Additional Responding Apparatus:

- All additional apparatus shall level 1 stage, and response ready.

Special Considerations:

- RIT. Appropriate equipment and hose lengths required for the RIT team shall be ready.
- Stairwell Access Only. If stairs are the only means of access to upper floors, then arriving crews, upon direction from Command, should start their ascent/descent as soon as possible to support the first ascending/descending crews.

Accountability as with all incidents is critical to firefighter safety and successful operations.

Reference:

- NFPA 1001 FF2
- NFPA 1002
- Liability Release Form

Related Guidelines:

Situational Awareness

Fire Watch

Emergency Support Services (ESS)

Incident Command

Staging

Structure Firefighting Strategies and Tactics

Vehicle Repeater System (VRS)

Critical Benchmark

Elevator Rescue OG 2.47.00

Operations



Effective Date: November 25, 2017 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To successfully extricate trapped person(s) in a stopped elevator in the safest manner possible.

Scope: All Fire Rescue Personnel

Policy: The accountability system shall be established at every responding incident, during training and for non-emergency activities. Firefighter accountability is an integral part of the Incident Management System of the Salt Spring Fire Rescue. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- Activate vehicle onboard repeater, switch to simplex on hand-held radios.
-Vehicle Repeater System OG
- Locate and open elevator mechanical room (lock box)
- After confirming the location of the car, lock out power to elevator hydraulic pump via electrical breaker arm, turn hydraulic fluid supply off via inline isolation valve (hydraulic pipe running from pump to elevator). Lock out elevator electrical and hydraulic supply to prevent elevator from moving unexpectedly. -Lock Out Procedures OG
- Locate lunar key for elevator door. Note: most lunar keys should be located in the elevator room, if not- check the fire safety plan box.
- Insert lunar in elevator door on ground floor with the rotating arm inserting first. Spin key until it catches latch and unlatches, slide door open and confirm elevator location. If elevator is confirmed to be stopped on a floor, proceed to such floor and repeat lunar key procedures to gain access
- If elevator is stopped between floors, it will have to be manually lowered to ground floor.
- Send a member to the nearest floor and attempt communication between elevator occupants
- Manually lowering elevator- turn isolation valve to open position on hydraulic pipe to allow hydraulic fluid to bleed. ***Keep electrical breaker for pump locked out***. Locate the manual lowering valve- it should be labeled either outside of the hydraulic sump or inside (may need to open lid). Make sure to maintain communication to upper floor FF and occupants.
- Open manual lowering bleeder valve (counterclockwise) slowly, the elevator will begin to lower. When elevator has reached the ground floor, close the hydraulic supply isolation valve to prevent elevator moving unexpectedly, open door and extricate occupants.
- Once everyone is clear of elevator, confirm with I/C and unlock power to elevator. Make sure manual lowering bleeder valve is closed and hydraulic supply is reopened

Salt Spring Island Buildings with Elevators

- Brachaven 137 Blain Rd
- Meadowbrook 121 Atkins Rd
- GISS 232 Rainbow Rd
- SIMS 112 Rainbow Rd
- Vesuvius Villas 778 Vesuvius Bay Rd
- Community Gospel Chapel 147 Vesuvius Bay Rd
- Lady Minto Hospital 135 Crofton Rd
- Library 129 McPhilips Ave

Reference:

Related Guidelines:

Vehicle Repeater System

Lock Out Procedures

Response to Structures with Automatic Sprinkler Systems

Large Multi-Unit Dwelling Fire Operations OG 2.48.00

Operations



Effective Date:

Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy:

Procedure:

- Under-Development

Reference:

Related Guidelines:

Residential Bridge Access OG 2.49.00

Operations



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

Scope:

Policy: All Fire Rescue Personnel

Procedure:

- Under-Development

Reference:

Related Guidelines:

Bush Party Bonfires OG 2.50.00

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish safe procedures for personnel responding to bush party bonfires.

Scope: All Fire Rescue Personnel

Policy: It shall be the policy to request the RCMP attend all Bush Party Bonfires. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- Responding personnel are to survey the incident scene from a distance before approaching.
- Responding personnel are to be aware that citizens attending the Bush Party Bonfire may not like SSIFR personnel extinguishing the bonfire, and they may respond with violence.
- If responding personnel feel threatened in anyway, or if the people that are attending the bush party start acting aggressively, responding personnel are to withdraw from the scene to a safe distance and wait for RCMP to arrive.
- Once an RCMP member is on scene and has deemed the situation safe for SSIFR personnel, responding crews will extinguish the fire.

Reference:

Related Guidelines:

Situational Awareness

Duty Officer Response

10 Minute Timer

Winch Use OG 2.51.00 Operations



Effective Date: November 25, 2017

Last Revised: February 1, 2020

Approved: Fire Chief Arjuna George

Purpose: To provide safe guidelines for the use of winches and when to seek additional rescue resources.

Scope: All Fire Rescue Personnel

Policy: Winches may be used for stabilization or for pulling. As part of the rescue size-up and plan, if required a tow truck may be requested without prior approval of the RCMP. Winch use during a rescue is a high-risk low frequency task, and extreme caution should be had.

Procedure:

- Size-up to determine if the rescue operation (pull if desired) can be conducted within the capacity of the winch.
- Contact Dispatch for a tow truck as part of the rescue plan (if needed and not yet done). No RCMP approval is required.
- Rescue vehicle is positioned to face the load where the natural pull of the load is away from the winch.
- Chains are to be attached to structurally sound vehicle components (axle, posts, A- frame assembly, sub frame).
- Rescue officer is to assess the integrity of all components prior to applying force.
- All personnel should remain outside danger zones which are located below load, in line with cable, in line of directional in the event that vehicle components release.
- Officer assigns a spotter to continually monitor vehicle stability, and spotter has the authority to stop the operation.
- Winch operator applies force to tension and ceases or continues as required. Cribbing is applied as required.
- Rescue personnel direct care provider to enter the vehicle when it is safe to do so.
- Re-assess vehicle stability and scene safety.

Reference:

Related Guidelines:

Personal Protective Equipment

Active Shooter OG 2.52.00

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide care and treatment for patients injured by an active shooter, terrorist attack, or any random attack with the objective of causing mass casualties. This guideline will address safely providing emergency medical care for casualties involved in situations requiring medical and law enforcement to operate as one specialized team.

Scope: All Fire Rescue Personnel

Policy: XX

Procedure:

- Under-Development

Reference:

- NFPA 3000 Standard for an Active Shooter/Hostile Event Response Program

Related Guidelines:

Situational Awareness

Duty Officer Response

10 Minute Timer

Liability Release Form OG 2.53.00

Operations



Effective Date: December 4, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure that after an incident the property owner, occupant, or their agent is fully aware of their responsibilities and this is acknowledged in writing.

Scope: All Fire Rescue Personnel

Policy: Prior to leaving a site and at the conclusion of an incident, the Incident Commander will complete a "Liability Release Form", have it signed by the property owner, occupant, or their agent, and the original copy of the notice will be left with that person.

Procedure:

- After a fire-related incident at a site where a property owner, occupant, or their agent is present and the fire cause has been determined the Incident Commander will ensure that a "Liability Release Form" is completed and the original left with that person and a copy will be attached to the Incident Report.
- The property owner, occupant, or their agent is responsible for the site at the conclusion of the incident. An agent is a person acting or who is doing business for the owner or occupant and who states they are responsible for the property during the owners or occupant's absence.
- When further action is required by the Fire Department (A follow up inspection), the member will ensure the owner, occupant, or agent is aware of the inspection or attendance at the building or property and the member notes the attendance on their copy of the "Liability Release Form" and the owner or agent is aware of any further action necessary to ensure the safety of the building or property.

Reference:

Related Guidelines:

On-Deck (Forward Staging) OG 2.54.00 Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: The purpose of this procedure is to establish a standard deployment approach to define On-Deck deployment.

Scope: All Fire Rescue Personnel

Policy: The On-Deck deployment model is a forward staging position just outside the immediate hazard zone. On-Deck crews will be supervised either by the Incident Commander or an operations officer and they will remain On-Deck until assigned by them. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- The most likely assignments for On-Deck crews are: reinforce a position, crew relief, any other tactical position assigned, and the rapid intervention team (RIT).
- Once the Incident Commander has deployed units around the incident scene, the IC must then take a proactive aggressive approach to assigning additional resources. This is best achieved by assigning staged resources as an On-Deck crew from staging.
- Assigning an On-Deck crew is done simply by contacting staging and directing them to assign an On-Deck crew to report to command.
- When firefighters are moving from staging to on deck, they are considered "In Transit". In transit is the time it takes for a crew to reach their assignments after receiving and order.
- The Incident Command / Officer will lose direct accountability of these crews while they are in transit. Upon arrival to the assignment area, the crew officer must provide a radio announcement to the Incident Commander (i.e. "Command, Team George is On-Deck A side", or report your status face to face.
- Crews must be intact with full PPE, forecast the need for and collect all necessary tools and equipment and report directly to their assigned location. Upon arrival, the On-Deck crew must contact command and inform them that they are in position and ready for work.
- On-Deck crews must remain intact, in a ready state and monitor radio communications at all times. On-Deck crews must also size up the situation, this should include:
 - Locating the structures entrances/exit points
 - Interior and exterior conditions
 - Unit ID's of all working in the hazard zone
 - Approximate locations of interior crews
- When an On-Deck crew is used a relief crew, the officers should do a face to face and transfer information with the officer exiting the structure. The information transferred should include
 - Interior conditions
 - Routing instructions to the work area

- Interior obstructions or safety concerns
- Additional tools/resources required
- objectives

Reference:**Related Guidelines:**

Situational Awareness

Duty Officer Response

10 Minute Timer

Incident Command

Staging

Rapid Intervention Teams

Chimney Fire Response OG 2.55.00

Operations



Effective Date: January 19, 2000

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure a response process for the safe handling of a Chimney Fire and the precautions to take post incident.

Scope: All Fire Rescue Personnel

Policy: To ensure that the public is made safe from the effects of a chimney fire. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- The first arriving unit / officer shall conduct a 360-degree survey of the scene. Do not become complacent to this type of incident.
- Request a second additional resource page out if any of the structure is involved.
- Chimney fires shall be fought without unnecessarily positioning firefighters on the roof if possible. Incident Command may decide it is safe to operate on the roof after a risk assessment.
- The firebox damper should be closed, and the contents of the firebox extinguished and removed to outside. (Chimney Kit).
- All apparatus shall assume level 1 staging unless ordered otherwise.
- The Incident commander depending on the situation may instruct a hose line to be stretched to the building. Other suppression tools for chimney fires may include, water, dry chemical extinguishers, pressure cans, and chimney bombs.
- After all signs of a chimney fire have been struck the Incident Commander will have all attics, crawls spaces and voids checked for signs of smoke and or fire extensions with the use of a heat gun, physical check, and Thermal Imaging Camera (TIC).
- The building may be ventilated with the use of an electric / battery fan or natural air movement.
- Prior to allowing occupants back in check the Carbon Monoxide readings in the structure.
- The Incident Command shall ensure that the in-house smoke alarms are in working order, making note of such on the Liability Release form. If they are not operational SSIFR smoke alarms shall be temporarily installed for protection.
- The Incident Commander will advise the owner/tenant/occupant of the placing of the smoke detector(s) and advise them that if the detectors sound to call 9-1-1 and vacate the premises.
- The Incident Commander will make note of the Liability Release Form of special circumstances, and the location that the detector(s) have been placed. Advise them that the smoke alarm can be picked up by SSIFR personnel or dropped off at the Ganges station.

- Note on the Liability Form to have the chimney professional cleaned and inspected prior to further use. The liability release shall be signed by the owner/tenant/occupant. We recommend the chimney and components be inspected and cleaned by a WETT certified cleaner (Not required but best practice). (No preference to professional cleaner should be provided).
- If the Incident Commander feels that the owner/tenant/occupant may be in danger by staying in the building overnight, he/she can request that they vacate the building, till the premises has been checked out the following day. Make note of this on the Liability Release form.
- Emergency Support Services (ESS) may be notified if deemed appropriate by the Incident Commander for the well-being of the occupants.
- Consider a high level of customer service with debris, water damage, smoke damage, and air quality.

Reference:

- SSIFR Operational Guidelines
- SSIFR Response Matrix

Related Guidelines:

Personnel Risk (Rules of Engagement)

Chimney Fire Responses

Safe Roof Operations

Ground Ladder Operations

Incident Command

Situational Awareness

Emergency Support Services ESS

Incident Recording

Response Protocol

Thermal Imager Camera (TIC)

Safe Roof Operations OG 2.56.00

Operations



Effective Date: May 17, 2011

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: The purpose of this guideline is to increase the safety of personnel working on a roof during an emergency incident.

Scope: All Fire Rescue Personnel

Policy: As a last resort, fire personnel may have to operate on a roof system; this guideline identifies some of the hazards and areas to be aware of. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

The following shall be the minimum standard for safe roof operations when no other means of operations shall work:

- Determine Roof type. (Light Weight wood/steel)
- Provide two means of emergency escape from roof.
- Ladder the strong areas of the roof system (Corners)
- Raise the ladder above the roof for high visibility (*See Ground Ladder OG# 2.16.02*)
- Deploy properly equipped and adequate personnel (PPE)
- Raise all tools by rope.
- Read the roof integrity before committing.
- Determine the location and extension of fire prior to roof operations.
- Sound the path of travel on roof.
- Keep the wind to your back if possible.
- Ensure protective hand lines are available if needed.

A roof ladder may be utilized when the slope presents a safety concern or for added stability of personnel.

Reference:

Related Guidelines:

Personnel Risk (Rules of Engagement)
Chimney Fire Responses
Safe Roof Operations
Ground Ladder Operations
Incident Command

Situational Awareness
Chainsaw Operations

Chainsaw Operations OG 2.56.10

Operations



Effective Date: 2020 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: xx

Scope: All Fire Rescue Personnel

Policy: xx

Procedure:

xx

- Under-Development

Reference:

Related Guidelines:

Personnel Risk (Rules of Engagement)
Chimney Fire Responses
Safe Roof Operations
Ground Ladder Operations
Incident Command
Situational Awareness

Ground Ladder Operations OG 2.57.00

Operations



Effective Date: August 1, 2002

Last Revised: February 2, 2020

Approved: Fire Chief Arjuna George

Purpose: To identify a safe procedure for placement of ground ladders at incidents for means of secondary emergency egress.

Scope: All Fire Rescue Personnel

Policy: At all emergency incidents where access is required to a multi-story structure, roof or object, two ground ladders shall be positioned so there will be a minimum of two means of egress from the structure or the roof or object. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

1. When access to a roof of a structure, or object is required and a ground ladder is needed, a second ground ladder shall be deployed for a secondary escape route.
2. The second ladder shall be placed in a position that would afford safe egress from the roof of a structure, window, or object.
3. After placement of the second ladder an announcement shall be made by the Incident Commander over the radio explaining the location of the ladders using the "Alpha, Bravo, Charlie, Delta" (i.e. Ladders to the Bravo side 2nd floor window) description for the ladders' location. All sector officers shall verify this announcement.
4. If the Incident Commander or Safety Officer deems that further ladders are required, further announcements shall be made and verified by all sector officers.
5. Only SSIFR ladders shall be used for operations unless deemed safe by the Incident Commander.

Reference:

- SSIFR Operational Guidelines

Related Guidelines:

Incident Command

Fall Protection OG 2.58.00

Operations



Effective Date: February 18, 2011

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To provide guidance to members working from elevated heights. When possible working from an elevated height for long durations should be avoided.

Scope: All Fire Rescue Personnel

Policy: Any member working on an aerial or from a height greater than 3 m (10 ft) must be equipped with a fall protection system if safe to do so.

Procedure:

- The incident commander may depart from the requirements of Fall Protection (Part 11 of Worksafe Regulations) to use a fall protection system if, in the Incident Commanders opinion, such compliance is not practical or may create a greater hazard. A risk vs benefit analysis shall be conducted prior to committing any work from a height.
- Roof work (Chimney Fire, Roof Fire) under emergency conditions may not require firefighters to have a full restraint system in place.
- For all non-emergency work from an elevation, full fall protection protocols must be followed.
- Firefighters working on an aerial ladder must wear a safety belt and lanyard meeting the requirements of CSA Standard Z259.1-95 Safety Belts and lanyards, securing the lanyard must limit a fall to no more than 30 cm (12in).
- A firefighter located on an aerial platform must wear a full body harness and lanyard meeting WorksafeBC Part 11 requirements for fall protection.
- Rescue Ropes, rappelling lines and safety belts and harnesses including safety hooks, rope grabs, lowering devices, and related equipment's must meet the requirements of NFPA 1983, Fire Service Life Safety Rope, Harness and Hardware.
- The Incident commander may depart from the requirements of Part 11 of the Worksafe BC Fall protection regulations if the Incident Commander decides such compliance is not practical or may create a greater hazard. Sections 1 and 3 of the Fall Protection Part 31 must be complied with.
- If no fall protection is available, a minimum distance of six (6) feet is required from worker to edge.

Reference:

- WorksafeBC Regulations Part 31
- WorksafeBC Regulations Part 11
- CSA Standard Z259.1-95
- NFPA 1983, Fire Service Life Safety Rope, Harness and Hardware

Related Guidelines:

Personnel Risk (Rules of Engagement)
Chimney Fire Responses
Safe Roof Operations
Ground Ladder Operations

Wildfire Suppression Incidents OG 2.59.00

Operations



Effective Date: July 16, 2001

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish the guidelines for the safe operations in the Wildland and urban interface areas.

Scope: All Fire Rescue Personnel

Policy:

SSIFR will respond to wildfires incidents within the Salt Spring Island Fire Protection District. SSIFR will also respond to mutual aid requests from Pender Island, Mayne Island, Galiano Island, and Wildfire Management BC.

Procedure:


- SSIFR is responsible for fire suppression within the district boundary. SSIFR has a mutual aid agreement with the Wildfire Management Branch (WMB) to respond out of district to assist in a wildfire threatening the island. The WMB has the responsibility to ensure appropriate fire suppression takes place, regardless of ownership or land status.
- SSIFR shall confirm if the fire is within the district boundary, if outside of the SSIFPD boundary, WMB shall be notified on route, via Fire Dispatch or **1-250-951-4200**.
- Crown Land or Unorganized areas: Where Provincial lands exist within Salt Spring Island Fire Protection District boundaries and we take action on a fire, the District is entitled to compensation from the Province.
- Incident Command shall ensure all members working in the Wildland have the proper personal protective equipment as per SSIFR Operational Guideline *Personal Protective Equipment* OG and *WorkSafeBC Regulations*.
- The Incident Commander shall perform their 360-degree evaluation and report the findings to responding crews as well as relay to Dispatch to update the BC Forest Service. **The rank, behavior, size, location (GPS location), grade, fuel, and exposures shall all be noted and reported in the size up. (Initial Fire Report Document)**
- BC Forest Service aircraft will maintain radio communications with SSIFR Command via the "SILVER" radio frequency. (163.890 MHz 'silver')
- On large scale wildfires the SSIFR Incident commander shall coordinate with the BC Forest Service, and if needed form a Unified Command.
- If the fire cannot be controlled or suppressed with the available resources the Incident Commander may request for mutual aid (*as per Mutual Aid Response Operational Guideline*).
- Incident Command shall notify the Emergency Program coordinator for resource support and/or awareness.
- Firefighters shall be trained to the S100 Basic Fire Suppression and Safety standard or an equivalent recognized by the BC Forest Service and WorkSafe BC.
- All wildfire incidents shall be investigated in a general way to determine the potential cause.
- In the event of an evacuation, the Office of the Fire Commissioner shall be notified as soon as possible.

Property conservation considerations:

- Incident Command shall create a containment strategy and consider structure protection needs.
- The Incident Command structure shall be used and effective communications between resources and manpower be maintained.

Multi-agency Response:

- A joint agency unified command post shall be established for all multi-agency incidents.
- Forestry will assume control over forest fire assignments, and the local SSIFR Incident commander will work in cooperation with Wildfire Management BC to task local resources.

 Ministry of Forests, Lands and Natural Resource Operations		INCIDENT NUMBER	
REPORTED BY		DATE	YY MM DD TIME
GEOGRAPHIC LOCATION			
CO-ORDINATES LAT		ELEVATION M/ft	
LONG			
ALPHA – SIZE		BRAVO – FIRE RANK	
<input type="checkbox"/> 1. Single Tree <input type="checkbox"/> 2. Spot _____mX_____m <input type="checkbox"/> 3. 0.1 - 0.2 <input type="checkbox"/> 4. 0.3 - 0.5 <input type="checkbox"/> 5. 0.6 - 1.0 <input type="checkbox"/> 6. 1.1 - 2.0 <input type="checkbox"/> 7. 2.1 - 4.0 <input type="checkbox"/> 8. 4.1 - 8.0 <input type="checkbox"/> 9. Other _____ha		<input type="checkbox"/> 1. Rank 1, Smoldering Ground Fire <input type="checkbox"/> 2. Rank 2, Open Flame, No Spread <input type="checkbox"/> 3. Rank 3, Vigorous Surface Fire, Moderate Spread, May See Candling <input type="checkbox"/> 4. Rank 4, Moderate to Fast Spread Short Aerial Bursts, Spotting <input type="checkbox"/> 5. Rank 5, Continuous Crown Fire, Spotting, dist. _____m <input type="checkbox"/> 6. Rank 6, Continuous Crown, Blow-up	
		CHARLIE – FUELS	
		<input type="checkbox"/> 1. Grass <input type="checkbox"/> 2. Brush <input type="checkbox"/> 3. Deciduous <input type="checkbox"/> 4. Slash <input type="checkbox"/> 5. Reproduction <input type="checkbox"/> 6. Open Timber <input type="checkbox"/> 7. Heavy Timber <input type="checkbox"/> 8. Other _____ <input type="checkbox"/> 9. FBP Type _____	
DELTA – VALUES AT RISK (Immediately Threatened)		ECHO – WIND	
<input type="checkbox"/> 1. Life/Property _____ <input type="checkbox"/> 2. Timber (Forest)Resources (Includes Reproduction) _____ <input type="checkbox"/> 3. Other Special Values (Watersheds, Parks) _____ <input type="checkbox"/> 4. Distance _____m. N S E W of the fire		<input type="checkbox"/> 1. Calm <input type="checkbox"/> 2. Speed _____kph <input type="checkbox"/> 3. Direction N S E W	
FOXTROT – ADJACENT FUELS		GOLF – SLOPE	
<input type="checkbox"/> 1. Grass <input type="checkbox"/> 2. Brush <input type="checkbox"/> 3. Deciduous <input type="checkbox"/> 4. Slash <input type="checkbox"/> 5. Reproduction		<input type="checkbox"/> 1. Flat/Rolling <input type="checkbox"/> 2. Moderate < 30% <input type="checkbox"/> 3. Steep >30% < 60% <input type="checkbox"/> 4. Extreme >60%	
<input type="checkbox"/> 6. Open Timber <input type="checkbox"/> 7. Heavy Timber <input type="checkbox"/> 8. Other _____ <input type="checkbox"/> 9. FBP Type _____		HOTEL – ASPECT	
		<input type="checkbox"/> 1. North <input type="checkbox"/> 2. South <input type="checkbox"/> 3. East <input type="checkbox"/> 4. West	
INDIA – SLOPE POSITION		JULIET – ACCESS	
<input type="checkbox"/> 1. Bottom <input type="checkbox"/> 2. Lower Third <input type="checkbox"/> 3. Middle Third <input type="checkbox"/> 4. Upper Third <input type="checkbox"/> 5. Top		<input type="checkbox"/> 1. Road _____m <input type="checkbox"/> 2. Helispot _____m <input type="checkbox"/> 3. Hover Exit _____m <input type="checkbox"/> 4. Other _____m <input type="checkbox"/> 5. N S E W of the fire	
		KILO – AVAILABLE WATER	
		<input type="checkbox"/> 1. None <input type="checkbox"/> 2. Adjacent <input type="checkbox"/> 3. _____m. N S E W of the fire	
LIMA – PAPER TRAILED		MIKE – PHOTOS	
<input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No		<input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No	
		NOVEMBER – SUSPECTED FIRE CAUSE	
		<input type="checkbox"/> 1. Human <input type="checkbox"/> 2. Lighting	
ACTION TAKEN/RECOMMENDED			
PROBABILITY OF SUCCESS: LOW _____ MED _____ HIGH _____			
RECEIVED BY: _____ ESTIMATED COST OF CONTROL: \$ _____			

Reference:

- Mutual Aid Agreements (Mayne Island, Pender Island, Galiano Island, Wildfire Management BC)
- BC Forest Wildfire Suppression Agreement
- Provincial Emergency Deployment Guide (SSIFR)
- Occupational Health and Safety Regulations WorkSafe BC
- Regulation G26.3.1(1) Acceptable Standard for Training
- Regulation 26.3.1(a) Forestry Operation Fire Fighting
- S100 Basic Fire suppression and Safety Training Curriculum
- S215 Fire Operations in the Wildland / Urban Interface
- NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications
- NFPA 1143 Standard for Wildland Fire Management
- NFPA 1984 Standard on Respirators for Wildland Fire-Fighting Operations
- BC Emergency Management System (BCEMS)
- Wildfire Suppression with Local Governments Standard Operating Guideline

Related Guidelines:

Personal Protective Equipment
Wildfire Danger Trees
Incident Command
Firefighter Rehab
Out of District Response
Chainsaw Operations

Wildfire Danger Trees OG 2.59.01

Operations



Effective Date: May 17, 2011

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish the guidelines for the safe operations in the Wildland and urban interface areas while working around Dangerous Trees.

Scope: All Fire Rescue Personnel

Policy: In wildfire operations, if there is a risk to a worker from a suspect or potentially dangerous tree, the tree must be removed or assessed.

Procedure:

During the initial attack stage of a wildfire (within 3 hours of ignition) an informal assessment of any danger trees will be conducted by the OIC, or his designate, and all workers will be made aware of any suspect trees. Workers in this situation need to keep a “heads up approach” and stay away from any obvious dangerous trees and overhead tree hazards (insecure lodged trees, hanging tops or limbs).

During expanded operations (after 3 hours) a formal assessment, by a certified assessor, must be conducted.

Where specific wildfire suppression operations are critical to controlling the fire and there is no other practical alternative safety procedure, the use of spotters to watch suspect or potentially dangerous trees in order to allow workers to carry out activities may be utilized, as long as it is for a short duration only. If this practice is to be employed, then it is essential that all workers on site are aware of the procedures to be used and appropriate action required if a tree appears in any way to be posing a threat of injury to workers on-site at that time.

All procedures must be documented and placed on the appropriate incident file.

If a dangerous tree must be removed, then a qualified faller must be used to remove the tree.

DEFINITIONS: A Dangerous tree is any tree that is hazardous to workers because of: location or lean, physical damage, overhead hazards, deterioration of limbs, stem or root system, >50% of roots or stem burnt, any combination of the above.

Reference:

- SSIFR Operational Guidelines
- BC Forest Wildfire Suppression Agreement
- Occupational Health and Safety Regulations WorkSafe BC
- WorkSafe Regulation 26.11(1)
- Regulation 26.3.1(a) Forestry Operation Fire Fighting
- S100 Basic Fire suppression and Safety Training Curriculum
- S215 Fire Operations in the Wildland / Urban Interface
- NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications
- NFPA 1143 Standard for Wildland Fire Management

Related Guidelines:

Personal Protective Equipment

Incident Command
Situational Awareness
Wildfire Suppression Incidents
Chainsaw Operations

Water Vessel Fire Incidents OG 2.60.00

Operations



Effective Date: July 16, 2002

Last Revised: February 18, 2010

Approved: Fire Chief Arjuna George

Purpose: To establish firefighting procedures for; wharves, floats, docks, piers, and water vessels involved in fire.

Scope: All Fire Rescue Personnel

Policy: The Incident Commander is to develop an Incident Action Plan (IAP) for tactical operations to successfully control and extinguish vessels, wharves or floats involved in fire in order to minimize loss and to mitigate unsafe circumstances. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- Immediately implement the Incident Command system and specify location.
- Give a detailed Size Up of the incident.
- Notify the Coast Guard, RCMP and BCAS, Marina management and the Harbour Authority.
- Position the attack vehicle safely, considering water supply and flame spread. If marina / wharf is equipped with dry hydrants, they should be connected to as soon as possible with 2 ½" supply hose.
- Obtain tidal information as soon as possible.
- Position hose lines so as not to block egress to and from the wharf. Use hose bridges when required.
- Do not drive the fire fighting vehicles on to wharves or piers.
- All fire-fighting personnel shall wear full protective equipment and SCBA including Personal Flotation Devices (PFD)
- Deploy distribution nozzles through hatches if available.
- Attack hose lines are to be deployed on the initial attack, using foam. If possible, the attack should be made from upwind.
- If the wharf / Pier become involved, power supplies to the docks or piers shall be disconnected. Lock out Procedures shall be conducted as per the SSIFR Operational Guideline. Docks that do not have Ground Fault Indicator breakers shall be de-energized prior to firefighting. BC Hydro shall be notified to respond for assistance.
- The Incident Commander shall consider securing the vessel, using chain, rope, grapnels or anchors.
- All people and exposures vessels should be removed from vessels and slips on either side of the affected slip.
- Caution should be given so as not to flood and sink the vessel. Water management is important when dealing with vessel fires.

- Spill booms shall be stretched around the involved area as soon as possible to alleviate contaminant spills.

Reference:

- SSIFR Operational Guidelines
- NFPA 1001 Standard for Firefighter Professional Qualifications
- NFPA 1405 Guide for Land-Based Firefighters who Respond to Marine Vessel Fires

Related Guidelines:

Marina / Wharf Dry Hydrant Systems
Self-Contained Breathing Apparatus
Personal Floatation Devices

Marina – Wharf Dry Hydrant Systems OG 2.60.01

Operations



Effective Date: June 1, 2011

Last Revised: November 14, 2019

Approved: Fire Chief Arjuna George

Purpose: To ensure Firefighter awareness of Marina / Wharf Dry Hydrant Systems and the benefits of such devices.

Scope: All Fire Rescue Personnel

Policy: Each firefighter shall be aware of the locations and procedures for utilizing a marina / wharf dry hydrant system. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

The following wharfs that have dry hydrant installations are: Yacht Club, Centennial Government Dock, Coast Guard Dock, and Kanaka Dock.

- All dry hydrant systems are dry and require a pressurized water source from an Engine Pumper.
- The dry hydrant system shall be supplied via 2.5" / 3" supply to the standpipe at the entrance to each dock system. Attack hose can then be directly attached to the dock standpipes located throughout.
- The Engine Operator shall supply the piping system with 150 PSI.
 - NOTE: Yacht Club (start at 50 psi) Piping is PVC
- The Incident Commander shall utilize the Pre-Incident Plans to determine dry hydrant type, configuration, and length of dock fingers.

For wharfs and marina that do not have dry hydrant systems, conventional water supply and hose lays will be required.

Reference:

- NFPA 1001 Standard for Firefighter Professional Qualifications
- NFPA 1405 Guide for Land-Based Firefighters who Respond to Marine Vessel Fires

Related Guidelines:

Electrical Emergencies Involving Downed Lines

Water Vessel Fire Incidents

Vehicle Fire Incidents OG 2.61.00

Operations



Effective Date: July 16, 2002

Last Revised: August 10, 2015

Approved: Fire Chief Arjuna George

Purpose: To establish firefighting procedures for gasoline and or alternate fueled vehicles involved in fire.

Scope: All Fire Rescue Personnel

Policy: It shall be the responsibility of the Office in Charge to develop an initial strategy and implement tactical operations to control and extinguish vehicles involved in fire and to conduct these operations in a safe manner. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- Position Attack Vehicle Safely: The following factors must be considered by the IC and implemented at their discretion, based on the conditions encountered.
 - If possible, avoid passing a vehicle that is fully involved in fire
 - Position the firefighting apparatus a safe distance (at least 25 meters) from a vehicle involved in fire.
 - If possible, position the firefighting apparatus on high ground and upwind.
- Fire Fighting Tactics: The following firefighting tactics shall be implemented at the discretion of the Incident Commander based on the conditions encountered.
 - Personnel must wear SCBA and full PPE in accordance with SSIFR Operational Guidelines.
 - The Incident Commander shall conduct a 360-degree survey for hazards and downed power lines equipped with a Dry Chemical fire extinguisher.
 - If safe to perform, block the burning vehicle if it is positioned on a slope.
 - Deploy at a minimum one 1 ½ hose lines on the initial attack and if possible, move towards the front of the vehicle and at an angle of approximately 45 degrees. Observe the interior of the vehicle for occupants.
 - Locate the fire. Apply a water stream to the fuel tank and underside for cooling purposes. Extinguish the fire with the hose line, being cautious of projectile hazards.
 - If the IC deems it necessary, the use of foam may be used.

Reference:

- SSIFR Operational Guidelines
- NFPA 1001 Standard for Firefighter Professional Qualifications

Related Guidelines:

Flag Person Operations

Self-Contained Breathing Apparatus

Suppression Incidents Using CAFS Foam

Electrical Emergencies Involving Downed Lines OG 2.62.00

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To identify safe distances and procedures for responders to secure the scene of an electrical emergency involving downed power wires.

Scope: All Fire Rescue Personnel

Policy: SSIFR personnel shall not approach a scene closer than the specified distance (minimum 10m [33'ft] or one pole span) where it is suspected that the area is energized until it is confirmed face to face by a qualified utility (BC HYDRO) representative that the downed wire is de-energized and safe to approach. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

Response type (Routine or Emergency Code 3) shall be according to the Priority of the emergency call.

Priority Descriptions:

Priority 1: (CODE THREE)

- Wires down in high traffic areas.
- Wires down on essential service roads
- Hydro wires with fire involved.
- Wires down atop a vehicle with an occupant inside
- Wires leaning or damaged power poles with sagging lines.
- Wires down on rural roads with a potential for wildfire

Priority 2: (ROUTINE)

- Wires down in grassy area low traffic.
- Trees on wires (no fire reported)
- Wires down in highly populated areas that appear to be phone, cable and is not likely power.

Priority 3: (ROUTINE)

- Wires down in a quiet residential area, no outages reported.
- Wires down on the side of a remote road with little traffic.
- Position the apparatus to block pedestrian and vehicle traffic and keep all people away at least 10m (33ft) Initiate a warning system (i.e. flagging tape, cones, barriers,

barricades) Local Highway's Department shall be contacted as soon as possible for assistance, resources, and notification.

If a transmission line is involved (fire or downed lines) responders shall establish a safe distance of 32m (108 Ft).

- Request or confirm the BC Hydro has been notified and their estimated response time.
- First unit on scene shall establish command and conduct a size up of the incident. The incident priority may be upgraded or downgraded if needed.
- If suppression control is necessary: Ensure a water pressure of no less than 100psi. Ensure a fog pattern of no less than 30°.
- Do not use foam (excellent conductor)
- Maintain a safe distance (10m 33ft) or higher for transmission lines. Maintain distance until confirmed by a face to face with a BC Hydro representative that the system is de-energized and grounded.
- Do not stand in pools of water / avoid wet ground
- If an occupant is in a vehicle with downed wires the occupant shall remain inside the vehicle if safe to do so.
- Firefighters are to remain on scene until BC Hydro confirms the scene is safe or additional incidents are received with a higher priority. Firefighters may also leave the scene if the wires are identified as non-electrical or the wires are in low traffic areas and warning devices have been deployed on all sides of the incident to alert, stop, or divert pedestrians or vehicles.
- Local Highways Contractor shall be notified as soon as possible to assist with road barricades. Salt Spring Island Ground Search and Rescue (GSAR) may also be notified to assist with road control and barricade equipment.

If command receives numerous hydro incidents Incident Command shall prioritize the incidents as per the three Priorities detailed in this Operational Guideline. An Area Command system may need to be established if the span of incidents becomes unmanageable.

Severity of Hazard				
Line is known to be Energized	1	1	1	1
Higher Likelihood that Line is Energized	2	2	1	1
Lower Likelihood that Line is Energized	3	2	2	1
Not Likely to be a Power-Line **	3	3	2	1
Proximity to People				
	Minimal	Low	High	Interacting
	Remote location with limited traffic in the area.	Potential for traffic within one hour.	Traffic likely within a 10 minute period.	Public interacting with hazard or critical route (i.e. hospitals, highway) is obstructed.

Reference:

- SSIFR Operational Guidelines
- Electrical Safety for Firefighter 2009 BC Hydro and Power Authority.
- Operational Guidelines – “Managing High demand for emergency services with downed lines” BC HYDRO
- SSIFR Response Matrix

Related Guidelines:

Situational Awareness
Duty Officer Response
10 Minute Timer
Response Protocol
Area Command

Electrical Vaults OG 2.62.01

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

- To identify the measures necessary when electrical vaults involve smoke, fire or explosion.
- To identify the measures necessary for a confined space rescue in an underground
- electrical vault (No fire, No smoke, No explosion).

Scope: All Fire Rescue Personnel

Policy:

Fire Department personnel shall not approach an electrical vault scene where smoke or fire is showing, or an explosion has occurred.

Procedure:

SMOKE, FIRE OR POSSIBLE EXPLOSION MAY BE INVOLVED:

Earth stressors and movement may cause electrical cable failure in underground vaults. These failures may compromise sewer, gas and/or water lines. Emergency responders must anticipate the potential for explosion or re-explosion, flying access covers, release of flammable gas, heavy smoke, smoke migration into neighbouring buildings, the energizing of all metal inside the vault, the spread of untreated sewage and/or flooding and high-water levels from broken water mains.

- Maintain a perimeter of at least 50 feet (14.5m).
- Ensure initial traffic and pedestrian control measures.
- Ensure notification of Police for traffic and pedestrian control, Ambulance Service for injured persons, Hydro, Gas, Engineering for utility control and Public Health Department for raw sewage release.
- Investigate neighbouring occupancies to detect any smoke, gas or water problems and initiate smoke control and evacuation measures (as required) from neighbouring occupancies. (Evacuation should be supervised to prevent occupants from exiting onto the street in the vicinity of the electrical vault).
- Access covers to smoking electrical vaults must not be removed unless authorized by Hydro personnel. (Introduces air, may cause spark).
- Suppression measures (water, foam) may be initiated upon confirmation from the Hydro Representative that the vault is de-energized, and system is grounded.

CONFINED SPACE RESCUE:

- Do not enter any Hydro vault for rescue without an authorized Hydro representative on site.
- Confirm that a Hydro Representative is notified and en-route.

- Obtain and relay the vault number located just inside the entrance to the vault under the seating for the cover to Dispatch.
- Conduct a risk-benefit analysis to determine if the victim requires rescue or recovery.
- Obtain face-to-face confirmation that the vault is **de-energized**, and the system is **grounded** from the Hydro Representative.
- The Fire Department Rescue Team must comply fully with Workers' Compensation Board Regulations pertaining to confined space rescue. These regulations concern, but are not limited to, permits and documentation, air monitoring and ventilation, back-up rescue personnel, retrieval system(s) for the rescuer(s), use of SCBA or remote air system, patient retrieval system and patient care.
- Inside the vault, rescuers must not touch any electrical components.

Reference:

- WorkSafeBC

Related Guidelines:

Situational Awareness

Hydro Transmission Station Firefighting OG 2.62.02 Operations



Effective Date:

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure the safety of all members and provide an awareness to the procedures to be followed.

Scope: All Fire Rescue Personnel

Policy: To provide both awareness and operational considerations in the event of a hydro transmission facility fire or emergency.

Procedure:

- Under-Development

Reference:

Related Guidelines:

Fires in Right of Ways (Rows) OG 2.63.00 Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To identify the hazard of electrical flashover caused by fire and smoke in or near Right of Ways (ROW's) and to specify hazardous zones.

Scope: All Fire Rescue Personnel

Policy: Fire suppression efforts may be taken in ROW's, but safe distances and application measures must be observed for the conditions listed.

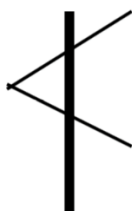
Procedure:

An intense fire burning on the Right of Way (ROW), dense smoke or steam that drifts into the Right of Way (ROW) degrades the insulation quality of the air to the point of producing flashover to the ground. Flashover produces a high transient electric current through the ground and generates step voltage which can make personnel part of the circuit and vulnerable to injury in the vicinity of the arching point.

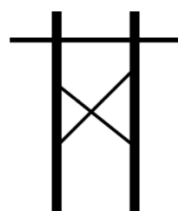
- A ground level fire involving low fuel loads in the ROW can be fought safely with normal firefighting procedures.
- Fire involving high fuel loads with the production of significant flame and smoke in or near the ROW, requires fire suppression personnel to recognize the danger of flashover and to take the following precautions:
- limit approach based on the voltage involved and the listed flashover zone



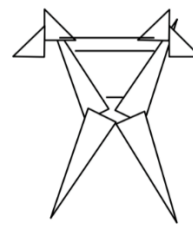
Wood 60 KV
10m (35 ft.)
flashover zone



Wood 138KV
10m (35 ft.)
flashover zone



Wood 138 or 230KV
14.5m (50 ft)
flashover zone



Steel 500KV
32m (108ft)
flashover zone

- maintain the flashover zone on all sides of the structure and with guy wires.
- Do not use Class "A" foam.
- Operate fire streams with a minimum pressure of 100 psi and at no less than a 30° pattern if water from the nozzle will come in contact with a conductor

Reference:

- BC Hydro

Related Guidelines:

Situational Awareness

Fire Suppression – Clandestine Drug Facilities OG 2.64.00

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: The purpose of this operational guideline is to:

- identify the exterior characteristics of a clan lab that may be present
- identify the hazards associated with a clan lab
- recommend strategies and tactics for clan labs

Scope: All Fire Rescue Personnel

Policy:

- The implementation of strategy and tactics for clan labs requires an initial size-up and determination that the structure is likely to be a clan lab.
- Clan labs have a specific infrastructure and that involves chemical and other hazards that require an action plan consistent with the hazards present. The scene is a crime scene and is under police jurisdiction until proven otherwise. Fire Department involvement is most likely through discovery of fire or explosion but may also occur as a result of police undercover operations. Fire Department personnel are not to be involved with chemical removal or investigation. Fire Inspectors are exempt from conducting fire investigations in clan labs due to the need for special protective clothing and inherent dangers present. The Fire Commissioners Fire Report is to be completed by interviewing fire and police personnel.
- Once identified, only exterior fire attack methods are to be used.
- These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

The Incident Commander at all structure fires shall be aware of the signs and indicators of a clandestine drug lab (i.e. electrical meter) while performing their 360-degree size up.

EXTERIOR RECOGNITION

Some of the following may be observed from the exterior of a structure:

- Windows (particularly basements) are dark, boarded up, covered
- Building is remote or thick hedges are used to obstruct views of the structure, may not look lived in
- Refuse pile contains over-the-counter ephedrine or pseudo ephedrine cold pills. Empty containers for anti-freeze, white gas, ether, starting fluids, Freon, lye, drain opening product, paint thinner, acetone, alcohol, compressed gas cylinder, camp stove fuel. Packaging for Epsom salt or rock salt. Pyrex/glass/corning containers, thermos bottles. Dust masks, filters, rubber gloves, bed linen stained red.
- Burn pits, stained soil, dead vegetation indicating chemical and waste dumping site
- Aggressive dog

- Visual surveillance system
- Additional door and window security/locks/bars
- Odour – ether-like, solvent-like, vinegar-like, ammonia-like Neighbours on the street or landlord may report that:
- Residents are seldom there or seen
- Access was denied to landlords, neighbours, it is a rental house
- Garbage or recycling is rarely put out on the street/hidden disposal area

INTERIOR RECOGNITION

Some of the following may be observed on the interior of a structure:

- Main “living areas” have little or no furniture
- Ventilation duct to the chimney, wall – may be vented through a filter
- Presence of chemical glassware, flasks, chemical containers
- Running water supply to cool chemical reactions, distillation

HAZARDS:

SUSPECT IS PRESENT: Hiding or visually present. Do not confront, back away. Retain a visual description of person or vehicle and report to dispatch. If running away give direction of travel. Request immediate police assistance or acquire ETA confirmation without the suspect’s knowledge. Suspect may suffer from long-term chemical exposure.

CHEMICAL EXPOSURE/EXPLOSION: Evacuate. Conduct emergency decontamination, leave gear on site and walk away from it (SCBA mask off last), contact dispatch for HAZMAT assistance, no eating or drinking. Complete exposure report; report any rashes, headaches, light-headedness or nausea. Do not move or sample anything in a clan lab.

STRUCTURAL ALTERATIONS OR BELOW GRADE FIRE: Use positive pressure ventilation to remove as much smoke as possible and to improve visibility of hazards. Continually assess floor integrity. Use thermal imaging camera (if available).

PRESSURIZED CYLINDERS: Cool or protect if exposed to fire

BOOBY TRAPS: May be present. Do not operate any switches or unplug any electrical cords including lights, opening refrigerators or freezers, dryers, radios or other appliances. Do not touch. Back away from dangling wires, metal floor pads, trip wires, pipe bombs Report their presence to police. Do not move or sample anything in a clan lab.

DISCARDED AND CONTAMINATED GLASSWARE: Dumped or in vehicle in transit. Avoid contact, back away. Report to Police.

Reference:

Related Guidelines:

- IDLH and Structural Entry Requirements
- Emergency Abandonment
- Personnel Risk (Rules of Engagement)
- RCMP Response to Illegal Activities

BLANK OG 2.64.01

Operations

Effective Date: November 25, 2017

Last Revised:



Approved: Fire Chief Arjuna George

Purpose: x

Scope: All Fire Rescue Personnel

Policy:

x

Procedure:

x

Reference:

Related Guidelines:

x

Large Scale Disaster OG 2.65.00

Operations



Effective Date: February 18, 2010

Last Revised: August 11, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure that all fire fighters are aware of the procedures to follow in the event of a large-scale disaster.

Scope: All Fire Rescue Personnel

Policy: After ensuring their immediate family members safety all off duty and volunteer fire fighters shall immediately report to the closest fire station. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- All firefighters shall ensure that their families are safe after the occurrence of a disaster before responding to the nearest fire station.
- An Incident Command System shall be established as soon as possible.
- Upon arrival at the fire station the first arriving member(s) shall ensure the following:
 - Fire station structural soundness
 - Fire department vehicle worthiness, moving them to a place of safety if needed.
 - Communications capabilities (phone, radio, BC Hydro, internet)
 - Utilities (water, hydro)
- This evaluation report shall be immediately reported into Command, along with an accountability report.
- If there are no phone communications, then either fire station base set or one of the vehicle mobile radios shall be used. All communications will be done thru our Fire Ground repeater unless otherwise advised.
- All firefighters shall check in with the senior member at the fire station. An accountability system shall be established for all members staging.
- Fire fighters from other jurisdictions arriving at the fire station and offering to assist shall be interviewed by the OIC and if possible issued PPE. If no PPE is available, they may be used as a scribe, looking after the fire hall communications and recording needs.
- Unless otherwise instructed all units shall remain in their respective fire stations until asked to respond to a specific incident.
- The general public, responding to the fire hall shall be instructed to attend one of the E.S.S. reception centers:
 - Fernwood Elementary (150 Fernwood Road)
 - Central Hall (901 North End Road)
 - Royal Canadian Legion (120 Blain Road)
 - Gulf Islands Senior Secondary (232 Rainbow Road)
 - Fulford Elementary (203 South Ridge Road)
 - Fulford Hall (2591 Fulford Ganges Road)

- When an emergency incident is reported to a fire station, Command shall be notified immediately. Command shall be provided the following information:
 - Incident location and time of reporting
 - Person reporting the incident
 - Type of incident (structure, fire, hydro, collapse, rescue, FR)
 - Units responding with manpower numbers
 - Status of incident on arrival and any additional resources required.
 - When the incident is stabilized, apparatus becomes available and back in quarters.
- Fire Rescue apparatus shall not be driven around unless asked to do so by the Emergency Operations Center or a Chief Officer.
- Firefighters should attempt to procure a fuel source for their respective vehicles. Notification to fire hall #1 of any developments in this area shall be relayed. The fuel source at fire hall #3 is only for fire department apparatus.
- Members having to leave the fire hall shall provide their Officer with their destination, contact information and expected time of return.
- All attempts shall be made to contact and account for all SSIFR members and families and their well-being.

Reference:

- SSIFR Operational Guidelines

Related Guidelines:

Incident Command

Forcible Entry (Non-Fire) OG 2.66.00

Operations



Effective Date: April 10, 2003 Last Revised: August 9, 2010

Approved: Fire Chief Arjuna George

Purpose: To establish guidelines for responders when forcible entry into a structure, vehicle, or vessel is required when there is no visible fire or smoke.

Scope: All Fire Rescue Personnel

Policy: Forcible Entry into a structure, vehicle, or vessel may be attempted in order to investigate an alarm, request for assistance, and / or a medical response. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- If crews cannot enter a structure, car or vessel in which they were called to respond too, the Incident Commander shall notify Dispatch to confirm the address if not clear as to the nature of the incident.
- If forcible entry is required RCMP shall be notified prior to entry.
- All windows and doors shall be checked prior to any forcible entry.
- All attempts to minimize damage shall be exercised. Security of the property shall be performed once the incident is stabilized.
- Incident Records shall reflect that forcible entry was required (Photo's to file)

Reference:

- NFPA 1001 Standard for Firefighter Professional Qualifications
- SSIFR Operational Guidelines (Emergency Traffic, Emergency Evacuation Alert)

Related Guidelines:

Hazardous Materials Response OG 2.67.00

Operations



Effective Date: November 27, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To identify the response procedure and requirements safely responding, and mitigating a Hazardous Materials leak, or spill.

Scope: All Fire Rescue Personnel

Policy: The department will provide a safe and effective response to hazardous materials incidents with primary focus being on life safety of both firefighters and the general public. Response efforts will be limited to containment and stabilization of the incident; clean-up and resolution is the responsibility of the companies and /or agencies who own the product.

Procedure:

- All responding units will approach all reported hazards materials incidents with a great degree of caution and, where appropriate, from uphill and upwind side of the hazard.
- The first arriving Officer shall assume Command and broadcast an initial size up report identifying the following information:
 - Type of material,
 - Quantity and properties of the materials involved,
 - Presence of a leak or spill,
 - Condition of vehicle or container involved,
 - Are of exposure and possible exposures,
 - Number of patients / or exposed persons.
- Command will secure the hazardous area, establish a hot (100m if unknown) and cold zone and further assess the situation, and determine the properties of the material using all available resources.
- Develop an Incident Action Plan,
- Conduct an ongoing Hazard. Risk Evaluation.
- Control all ignition sources in the immediate area if possible.
- Command will ensure that all personnel are wearing appropriate PPE, set up an emergency decontamination and initiate evocation if safe to do so.
- If Command determines the incident is within the Fire Departments, training, equipment and resource capability, the incident may be resolved utilizing in-house resources.
- If the incident is large in scope and /or our departments capabilities and poses a significant impact to the environment or life, Command will notify the Regional CRD HAZMAT team. (See OG)

**** NOTE ****

- Under no circumstances is a product to be cleaned up or transported by SSIFR.
- The Ministry of Environment must be consulted in situations where the product shipper or owner cannot be determined.
- Command will determine whether the incident is required to be reported to the Ministry of Environment through Fire Dispatch as required under the Environmental Management Act, Spill Reporting Regulation. If reported a Dangerous Good Incident Response Number (DGIR) must be obtained and recorded in the incident report.
- The Coast Guard may be requested to assist with shoreline hazardous materials incidents threatening our waters or coastal areas.

HAZMAT Decontamination Procedures

Decontamination is the process used to make personnel, patients, equipment and the area safe by eliminating or reducing exposure to harmful substances.

A Decon Officer shall be assigned, and the decontamination area be set up.

Emergency Decontamination:

Contaminated civilians and/or responders who are exhibiting signs or symptoms of exposure must be treated as patients. Due to the risk of secondary contamination, all patients shall undergo emergency decontamination at the scene before being evaluated by medical personnel or being transported to the hospital.

Members performing emergency decontamination procedures must wear a minimum of structural firefighting protecting clothing, and self-contained breathing apparatus (SCBA). They must also avoid splashes and overspray as much as possible.

Responders

The emergency decontamination process for responders consists of:

Rinsing and or removing the clothing from all affected body parts of the exposed person.

Flushing exposed body parts with copious amounts of water from a low-pressure garden hose.

Patients may be flushed for up to 15 minutes, depending on the material involved.

Be cautious of cold exposure and provide blankets or a warm shower once decontaminated.

Containment from runoff from emergency decontamination is desirable but is not required. Ideally the decontamination process will be done uphill where runoff accumulates in an area where it can be managed in the clean-up phase.

Provide patient privacy screens if required using traps or blankets.

Civilians

The emergency decontamination process for civilians consists of:

Rinsing and or removing the clothing from all affected body parts of the exposed person.

Flushing exposed body parts with copious amounts of water from a low-pressure garden hose.

Patients may be flushed for up to 15 minutes, depending on the material involved.

Be cautious of cold exposure and provide blankets or a warm shower once decontaminated.

Containment from runoff from emergency decontamination is desirable but is not required. Ideally the decontamination process will be done uphill where runoff accumulates in an area where it can be managed in the clean-up phase.

Provide patient privacy screens if required using traps or blankets.

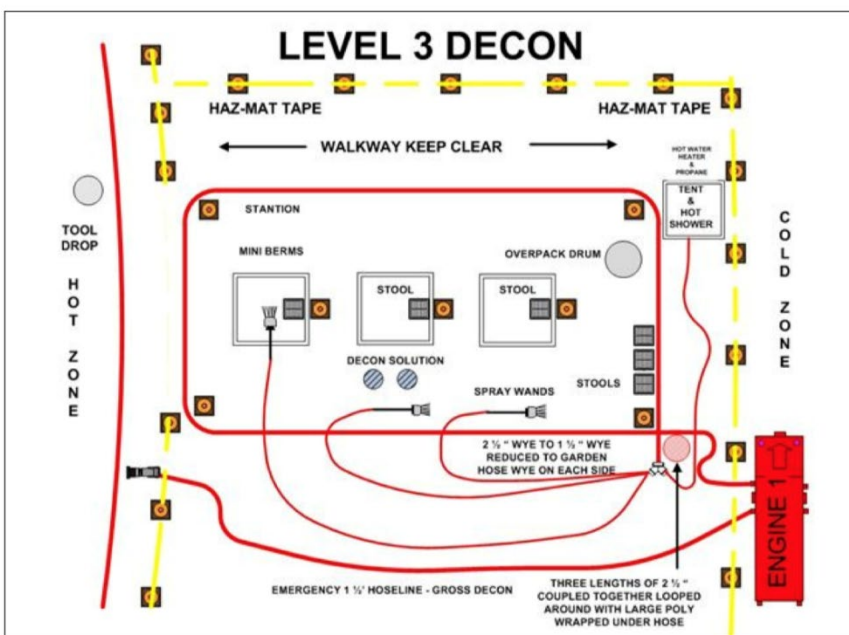
Those people that have potentially been contaminated but are asymptomatic should be held within the isolation area until it can be determined that there is no risk to them or others via secondary decontamination.

Technical Decontamination (level 3 Decon)

Technical Decontamination occurs when a planned entry is made into a hot zone. The Decontamination Area should provide a corridor leading away from the source of contamination toward the exit, with stations along the way for the deposit of tools, equipment, protective clothing, and other items. Monitoring personnel and equipment should be appropriately placed along the path. A person traveling along the path should experience a decreasing level of contamination along the way. When showers or spray nozzles are used, adequate space must be provided to avoid contamination of other areas or persons.

The minimum personal protective equipment for Technical Decontamination workers in the Decontamination area will be Level 'B' including SCBA. Up to three mini-berms or kiddie pools may be used to collect run-off.

All contaminated items must remain within the perimeter of the hazard zone until decontaminated or safely packaged for removal. The Incident Commander will be responsible for supervising proper removal of these items. Personnel should be assigned to inspect persons and/or equipment before being released from the decontamination area. This inspection may be visual or may involve the use of monitoring instruments or test strips, when appropriate. It must be assumed that items or persons are contaminated, unless their non-contamination can be confirmed.



CRD Technical Decon layout

BCAS and Regional Health Authority Systems:

Transfer of civilian and responder patients to the British Columbia Ambulance Service (BCAS) and subsequently to the Vancouver Island Health Authority (VIHA) requires detailed, timely procedures and communication. All patients must be fully decontaminated and packaged in a disposable non-encapsulating Level 'B' suit prior to transfer to BCAS.

The following information must be transferred to BCAS with the patient in addition to the British Columbia First Responder Report Form completed by the attending First Responder:

The name of the chemical involved in the incident (include MSDS or additional chemical data documents as available)

Whether the patient was "confirmed to be contaminated" or whether the patient is only "suspected of exposure" to the hazardous material

Contact information (preferable mobile telephone) for the Incident Commander on the scene to ensure the hospital has access to both request additional information regarding the patient; and to provide pertinent information back to the incident scene that may impact the CRD EHT in decision-making.

BCAS has a Hazardous Materials Technical Advisor located in Vancouver that can be reached 24/7 to assist BCAS members in the treatment and transport of patients at hazardous materials incidents. Incident information should be communicated to on scene BCAS members prior to there being any exposed or contaminated civilians or responders so that BCAS can begin the necessary preparations to receive, treat, and transport a potentially contaminated patient. BCAS is responsible to communicate through to VIHA.

Decontamination of CRD EHT Turnout Gear:

Contaminated turnout gear must be isolated in the warm zone for further decontamination after the incident is stabilized.

Turnout gear that is contaminated or written off due to response to a hazardous materials incident is subject to cost recovery procedures and should therefore be logged in accordance with those procedures.

Clean-up and Disposal:

The decontamination zone can become an extension of the hazardous materials incident depending upon the level of contamination of responders or civilians being decontaminated. Therefore, the decontamination group must ensure all collection pools, ground collection sheets, and decontamination equipment are tested for contamination prior to clean-up.

If testing concludes that the decontamination zone is clean, the materials can be returned to service and disposable equipment can be disposed through normal waste management procedures.

If testing concludes that the decontamination zone is contaminated, then measures must be taken to either neutralize the contamination or to engage a hazardous materials clean-up contractor to dispose of the decontamination zone. Contractor costs are subject to the cost recovery procedures and form part of the incident cost recovery.

Agencies:

It may be required or beneficial to have other agencies assist in the hazmat incident. Such agencies may include but not limited to:

- Coast Guard
- Regional CRD Hazmat Team
- RCMP
- Ministry of Environment
- Emergency Management BC
- Local Highways Contractor

Reference:

- CRD Hazardous Materials Response Procedures Matrix

- NFPA 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents
- NFPA1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications
- NFPA 1991 Standard on Vapor-Protective Ensembles and clothing for Hazardous Materials Emergencies
- NFPA 1992 Standard on Liquid Splash-Protective Ensembles for Hazardous Materials Emergencies.
- NFPA 1994 Standard on Protective Ensembles for First Responders to Hazardous Materials Emergencies and CBRN Terrorism Incidents
- Environmental Management Act, Spill Reporting Regulation and Schedule – “Reportable Levels of Certain Substances”

Related Guidelines:

Fire Suppression – Clandestine Drug Facilities
 Fire Suppression – Grow Op
 Hazardous Materials Regional Response (CRD)
 Biological Chemical Threat Response (CBRN)
 IDLH and Structural Entry Requirements
 Situational Awareness
 Incident Command
 Personal Risk (Rules of Engagement)

Request For Assistance (CRD HAZMAT Team) OG 2.67.01

Operations



Effective Date: June 1, 2011

Last Revised: January 9, 2019

Approved: Fire Chief Arjuna George

Purpose: To identify the response procedure and requirements for activating the call out procedures for the Regional CRD HAZMAT team.

Scope: All Fire Rescue Personnel

Policy: When we determine that an incident is too large or beyond our training, equipment, or technical resource capability the Incident Commander will notify Fire Dispatch requesting assistance from the Regional CRD Hazmat team.

Procedure:

- 1) If the Incident Commander determines that the CRD Hazmat team should be requested the following information should be obtained and provided to Fire Dispatch:
 - Location of the Incident
 - Nature of the Incident (i.e. Spill, explosion, leak),
 - Need for equipment and /or technical resources,
 - Name of the Incident Commander
 - Staging location for apparatus, personnel and equipment
- 2) Upon completion of notifying Fire Dispatch all further Hazmat communications with SSIFR and the CRD Regional team will be done via phone or FMA Wide on the CREST Talk group.
- 3) SSIFR shall work with the CRD Regional Hazmat team providing resources, and personnel as required.

Reference:

- CRD Hazardous Materials Response Procedures Matrix
- NFPA 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2008 Edition.

Related Guidelines:

Fire Suppression – Clandestine Drug Facilities
Fire Suppression – Grow Ops
Biological Chemical Threat Response (CBRN)

Hazardous Substances - Asbestos OG 2.67.02 Operations



Effective Date: July 24, 2015

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide information to Salt Spring Island Fire Rescue Department personnel regarding a consistent response to the handling of incidents involving Asbestos exposure.

Scope: All Fire Rescue Personnel

Policy: Salt Spring Island Fire Rescue Department personnel shall adhere to the information outlined in this Operational Guideline.

Procedure:

GENERAL INFORMATION

This guideline is designed to provide a "Safe System of Work" that will help provide staff with the information and actions necessary to allow for adequate protection from the harmful effects of exposure to asbestos fibers.

Definition of Exposure:

The health effects associated with asbestos are through inhalation only. Proper PPE which includes respiration protection is the most important line of defense. It is mandatory that all staff working with potentially contaminated products, or in an area where contamination may be present, wear proper PPE.

Asbestos is the name given to a fibrous mineral found in certain rocks. There are three main types:

- a) Arno site – Brown
- b) Crocidolite - Blue
- c) Chrysotile - White

It is not possible to identify the type by colour, as this is a description of their appearance when viewed under a microscope. All types are dangerous and should be treated as "hazardous material" when encountered by Fire/Rescue personnel during any operational incident.

RISK IDENTIFICATION, ASSESSMENT AND CONTROL

Important information that can assist in the identification of asbestos-containing materials includes inquiring about the age of the building within which work activities will take place, as well as viewing any previous asbestos survey/inspections/abatement reports for the building. For buildings/structures constructed prior to 1980 the Salt Spring Island Fire Rescue Department will treat the building materials as suspect asbestos. Asbestos has infrequently been found in buildings constructed after 1980 but cannot be discounted. Whatever the means of asbestos identification, the specific method must be communicated to all Fire Department Members.

Asbestos containing materials can be found in various building materials. Below is a general list of areas where it may be commonly found in buildings:

- Drywall Taping Compound
- Vinyl Sheet Flooring
- Mechanical Equipment Insulation
- Mastics, adhesives, putties, caulking

- Textured Finishes
- Vermiculite
- Vinyl Floor Tile
- Floor Levelling Compounds
- Fireproof/acoustical/thermal insulation
- Pipe Insulation
- Duct Insulation
- Cement board and pipe
- Acoustical ceiling tiles
- Plaster
- Fire stopping
- Roofing Materials

- **Risk Identification and Assessment**

All forms of asbestos fiber can cause disease. Exposure to these fibers should be reduced as low as reasonably achievable.

The Incident Commander or Incident Safety Officer should carry out a continuous risk assessment throughout operations to ensure the safety of all personnel attending when there is suspected asbestos-containing materials.

The risk assessment must take into account any information gathered during pre-planning and/or information provided by on-site contact with knowledge of the building. The risk associated would be exposure to asbestos fibers released into the air during any firefighting operation.

The priorities for an Incident Commander or Incident Safety Officer should be to ascertain:

- a) Are there any suspect asbestos-containing building materials within the fire Building (i.e. was the building constructed in the 1980's?)
- b) Have the suspected asbestos-containing building materials been damaged and/or disturbed during the fire?
- c) If the asbestos-containing materials were not disturbed yet, is it reasonable to prevent the asbestos-containing materials from being disturbed?

If the asbestos-containing materials have become involved in the fire during an incident or are discovered to be involved once operations have begun, tactics and methods will need to be reassessed and changed accordingly.

- **Required Controls**

In order to minimize or prevent the spread of the asbestos fibers into adjacent, unprotected work area(s) or potential worker exposures to asbestos fibers, the following procedures are to be followed by all Fire Department Members.

- **Fire/Building**

Vacuums equipped with HEPA-filters, for the following procedures:

Post Incident

Clean up asbestos debris and fibers where applicable (i.e. vacuum off impervious suit, equipment, etc.)

Isolation of the incident area(s); and

Use of water to wet the asbestos materials prior to handling via airless or low-pressure water application system

- **Administrative**

Posting of hazardous warning signs and barriers surrounding the designated incident area(s), restricting access unless personnel are fully equipped with the proper PPE; and have the Required asbestos education and training.

- **Personal Protective Equipment (PPE)**

This may include, but is not limited to:

Full faced respirators equipped with P100 filter cartridges (most commonly used for fire investigation duties)

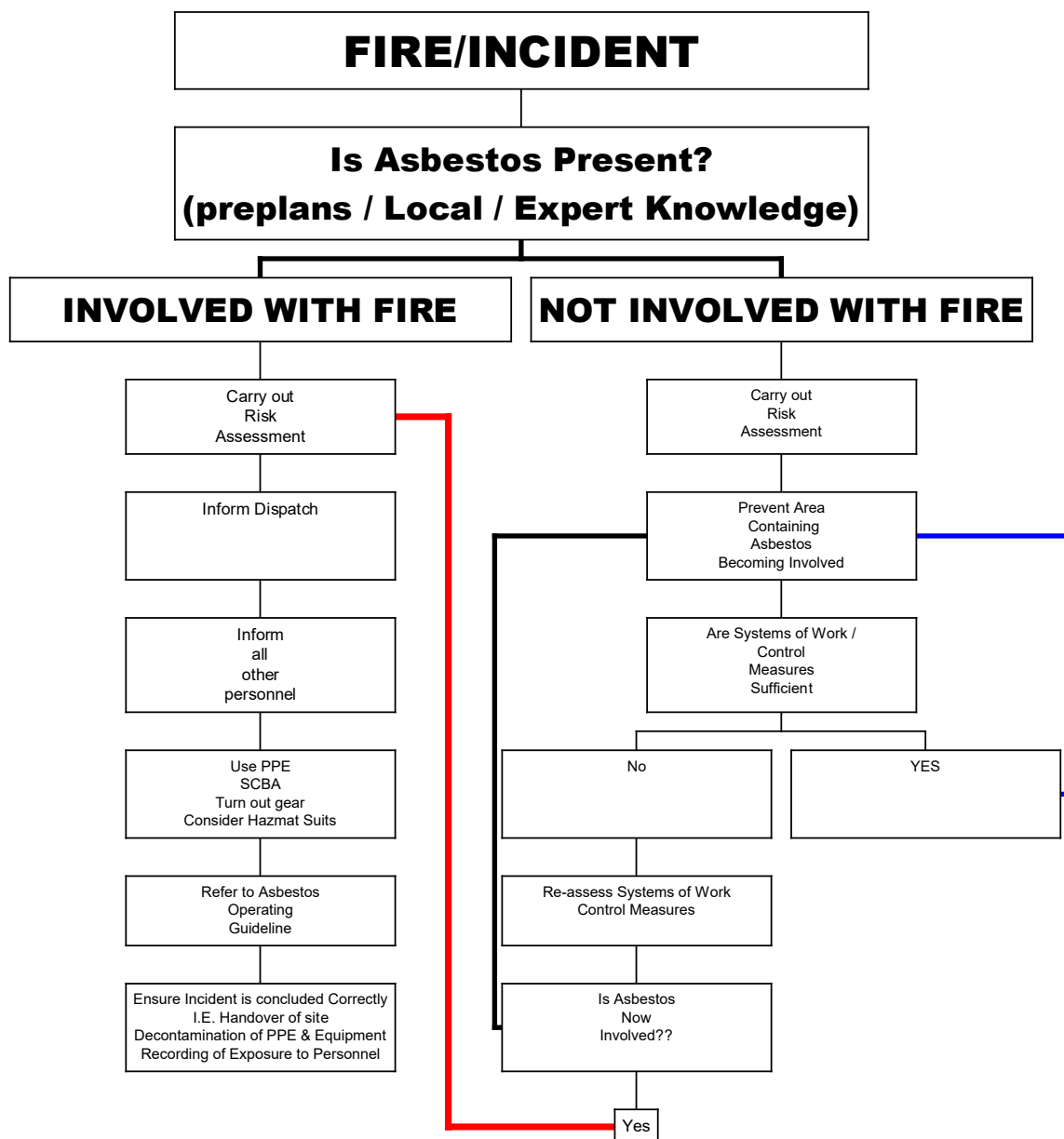
Self-contained Breathing Apparatus (SCBA) respirators (used during incident response).

Hand protection (i.e. puncture-resistant rubber or nitrile work gloves/work gloves);

Impervious fire-retardant suits covering complete body and boots; and

PROCEDURES

See Asbestos Flow Chart:



INCIDENT RESPONSE

- Make all personnel aware of hazard;
- Inform the Incident Commander. Incident Commander to advise Fire Dispatch we have an asbestos exposure Incident;
- Have risk area defined and when practical, cordoned off;
- Keep the number of personnel at risk of exposure as minimal as possible.
- All personnel in risk area to wear proper PPE - minimum of full turnout gear and SCBA;
- Based on the Incident and the level of asbestos exposure, consideration should be given to consulting with personnel trained to a Hazmat tech level to determine what level of decontamination would be appropriate;
- Consider the use of Level C Hazmat suits to assist in decontamination. Hazmat trained personnel response to the incident should only be considered if the risk of Contamination is severe;
- Consideration of weather conditions and wind direction; have on coming apparatus approach and park up wind if feasible;
- N95 Dust masks do not provide adequate protection when working in contaminated areas. Fit tested and rated respirators should only be considered where air sampling has taken place and is considered safe. In all other cases SCBA and Proper PPE must be worn at all times;
- Where possible, use low-pressure sprays, to prevent fibers being forced into the air;
- Whenever personnel are required to temporarily leave an area known to have asbestos for the purpose of rehab, to change an air bottle, or any other reason, their PPE must be dampened down to prevent the possible release of asbestos fibers. (See Responder Decontamination, listed below, for procedures once the incident is complete);
- Use sprays to moisten down areas where it is known asbestos has been damaged or involved in fire; water run-off is not considered to be an environmental hazard. This will keep airborne fibers to a minimum;
- Keep disruption and further damage of asbestos to a minimum - plan tasks carefully. If required, use hand tools not power tools;
- Set up decontamination procedures as soon as possible; consider the need for the Decon procedures during damping down operations PPE including SCBA must be worn.
- Safety of the public is also paramount. Those downwind should be considered at risk and liaison with the Safety Officer should take place. Depending on quantities involved
- Evacuation may be required, if so, liaise with the RCMP, but generally advise to remain inside with doors and windows closed is sufficient.

Note: Use thermal imaging camera (TIC) for locating hot spots to prevent un-necessary damage/disruption to the asbestos

Responder and equipment Decontamination

Where asbestos is involved it is important to recognize at an early stage that decontamination will be necessary and therefore limiting the number of personnel that could become contaminated.

Under no circumstances should any equipment or clothing be carried on apparatus until it has been properly decontaminated or properly bagged to prevent further exposure.

Cleanup activities should ensure that asbestos containing debris is handled in a manner to prevent release of fibers. In incidents where PPE/equipment has been contaminated by asbestos, initial decontamination is best accomplished at the scene by washing PPE/equipment using scrub brushes and detergent, and a low-pressure water application system.

THE PROCESS IS AS FOLLOWS:

Responders

1. Responder leaves the incident Hot Zone area into a designated **decontamination area**, which must be delineated (Marked) using Asbestos Barrier Caution tape.
2. Responder must remain in full PPE and SCBA/RPE during decontamination process. And when within the decontamination area. Additional responder must assist with the decontamination process. During the decontamination process both of the responders must be equipped in full PPE and RPE.
3. Brushes and detergent are available on Engine 204 and the HAZMAT Decon trailer. If concentrations to be dealt with during cleanup are significant, the asbestos waste will all be in one area (within the decontamination area) and the responsibility to dispose of the waste materials will fall to the property owner/insurance company.
4. Once all debris has been washed off thoroughly, the Responder may leave the decontamination area. Once they have left the area, they may remove their PPE.
5. (If necessary) A HEPA vacuum may be used concurrently during the decontamination process.
6. The Officer/Senior Member in Charge of Decontamination shall have the Firefighters seal their PPE on-scene in the bags Provided (min 6mil poly) to prevent transfer of fibers to the apparatus and fire station. (Large plastic bags, labelled with black marker with Employee Name and department seniority number, date bagged, and contaminant exposed to. For transport to Fire Station for machine washing and final decontamination. Double bagging of the contaminated PPE is best practice to avoid the potential of becoming punctured
7. The PPE shall be maintained wet until thorough washing can be completed. For further PPE washing instructions.
8. Spare clothing/coveralls and footwear will be made available to those members removing their PPE after decontamination procedures are complete.

If members of the public are contaminated with asbestos the Incident Commander should be advise accordingly and consider standard Decon procedures.

Equipment

All equipment including SCBA and Interior Hose lines used during the incident must be decontaminated prior to being placed back in service

1. As responder's process through decontamination, they will ensure the equipment used during operations is decontaminated at the same time and placed in a tool staging area along with their SCBA prior to removal of PPE (turnout gear).
2. Equipment and SCBA in the tool staging area will be checked to confirm decontamination procedures has been conducted prior to the dismantling of the decontamination area.
3. All contaminated hose lines will be sprayed with water prior to disconnection and then run through the hose washer and scrubbed as required on scene prior to being placed in back on any apparatus for return to station for drying.

SIGNIFICANT EXPOSURE – HAZMAT RESPONSE

The same procedures as outlined above but with additional Hazmat recognized personnel supervising/performing Decon in appropriate Hazmat level suits and gloves.

If members of the public are contaminated with asbestos the Incident Commander should advise accordingly and consider standard Decon procedures.

DOCUMENTATION

- All members that have come into contact or been exposed to asbestos Containing material or fibers must fill out a Work Safe BC workers Exposure form.
- Asbestos risk assessments must be maintained for at least ten (10) years as per Section 6.32 of the WSBC. All other documentation such as training and instruction certifications and written work procedures must be maintained for at least three (3) years as per Section 6.32 of the WSBC OHSR.
- All documentation shall be kept in an easily accessible area and all workers involved with asbestos work must be informed of the location of these documents.

Reference:

- WorkSafeBC Exposure Reporting System

Related Guidelines:

Dealing with Contaminated Personal Protective Equipment

Dealing with Workplace Exposure to Asbestos

Exposure Documentation

Firefighter Neat Miss Program

Hazardous Materials Response

Hazardous Materials Regional Response (CRD)

Firefighter Decon Procedures

Gas Detector Use OG 2.67.03 Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish safe operating and maintenance procedures for Multi Gas Detectors.

Scope: All Fire Rescue Personnel

Policy: The gas detector shall be used immediately prior to entry into any IDLH environment and after a fire for overhaul or investigation purposes.

Procedure:

FIRE OPERATIONS:

- After all evidence of fire has been checked, all suppression crews shall be pulled from the building and all gas-powered equipment shut down. The Incident Commander shall designate a firefighter in SCBA to have the entire building checked for gas concentrations, using the detector.
- Before entry the unit shall be turned on and check to ensure that it is functioning properly.
- If the gas detector detects dangerous levels of gases, the Incident Commander shall be notified, and an effort shall be made to further ventilate the building. All salvage and overhaul crew operations shall continue to wear SCBA and full PPE.
- When investigating smoke and carbon monoxide detector activation, the premises shall be thoroughly checked after verifying that the unit is functioning properly as per SSIFR Operational Guidelines.
- Notification that the building has been checked and any readings registered shall be entered upon the Liability Release Form. Levels monitored, times and areas of the building shall also be recorded. These readings shall be recorded and noted on the incident report for documentation as well.
- Regular systems check of the units shall be done and findings recorded by the maintenance division.

HAZMAT OPERATIONS:

- The gas detector shall be used for all HAZMAT situations to detect and / or monitor the atmosphere.

CONFINED SPACE RESCUE:

- The gas detector shall be used for all Confined Space Rescue situations to detect and / or monitor the atmosphere.

Reference:

- NFPA 1852 Standard on Selection, Care, and maintenance of Open Circuit SCBA.
- NFPA 1001 Standard for Firefighter Professional Qualifications
- NFPA 1404 Standard for Fire Service Respiratory Protection Training
- SSIFR Respiratory Protection Program
- Salt Spring Fire Rescue Joint Health and Safety Committee
Occupational Health and Safety Regulations WorkSafe BC

Related Guidelines:

Personal Protective Equipment
Self-Contained Breathing Apparatus
Carbon Monoxide Incidents
Gas Detection Maintenance
Confined Space Rescue
Hazardous Materials Response
Hazardous Materials Regional Response (CRD)

Carbon Monoxide Incidents OG 2.67.04

Operations



Effective Date: July 24, 2015

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To provide guidelines and procedures when responding to Carbon Monoxide (CO) Alarms.

Scope: All Fire Rescue Personnel

Policy: The Fire Rescue department shall respond and investigate the cause of the Carbon Monoxide Alarm in full Personal Protective Equipment (PPE) with SCBA, and a gas detector. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- The first arriving crew may enter the structure to ensure all occupants are out of the building. All responders shall be protected in full PPE with SCBA.
- The responders shall attempt to verify if the activated detector is for Carbon Monoxide or for smoke/fire.
- First Aid shall be performed if occupants are experiencing signs and symptoms of Carbon Monoxide poisoning. Ambulance shall be notified immediately.
- The cause of the Carbon Monoxide alarm shall be investigated and eliminated if possible. The Gas Detector device shall be used on all levels taking readings from floor to ceiling. Ventilation shall not begin until the entire structure has been metered.
- Ventilation shall commence when the source has been located and remedied.
- Gas detection data shall be recorded for the incident report and liability report.
- Prior to SSIFR staff leaving the scene, advise occupant(s) to the potential effects of Carbon Monoxide. Occupants may re-enter the structure after the source of Carbon Monoxide has been fixed or eliminated and air quality is at a safe level.
- If the occupants cannot safely re-enter the building, Emergency Support Services (ESS) shall be notified for assistance.
- Where injuries result from Carbon Monoxide produced by a gas appliance, or other fuel burning appliances, notify the Provincial Gas Inspector.

Reference:

- NFPA 1852 Standard on Selection, Care, and maintenance of Open Circuit SCBA.
- NFPA 1404 Standard for Fire Service Respiratory Protection Training
- SSIFR Respiratory Protection Program
- First Responder Level III Training

Related Guidelines:

Personal Protective Equipment
Self-Contained Breathing Apparatus
Gas Detector Use

Exposure Documentation
Emergency Support Services

Biological Chemical Threat Response (CBRN) OG 2.68.00

Operations



Effective Date: October 26, 2001 Last Revised: August 9, 2010

Approved: Fire Chief Arjuna George

Purpose: To provide the Incident Commander and all Fire Rescue personnel with the necessary information to enable them to function effectively when responding to biological and chemical threats (CBRN)

Scope: All Fire Rescue Personnel

Policy: To ensure the firefighters, the public, and the environment are kept safe from the effects of a CBRN HAZMAT incident.

Procedure:

- Upon arrival at an emergency incident involving a possibly biological or chemical threat the incident commander or first arriving fire fighter shall activate the Incident Command system, advising all other responding members of the location of the command post.
- The Incident Commander shall investigate the situation through witnesses, CBRN indicators and try to determine the substance and / or threat.
- The Incident Action Plan should detail the identification, mitigation, scene security; establish hot & cold zones, decontamination of the public & firefighters.
- All contaminated persons shall go through an emergency decontamination and held in a secure area to prevent further cross contamination to ambulances and Hospitals.
- The Incident Commander shall determine if the incident warrants the request of additional resources such as the CRD HAZMAT response Team. BCAS & RCMP shall be notified for assistance.
- Depending on the chemicals or agents involved, all responders shall enter the hot zone only in the appropriate HAZMAT protection suits. If the substance is unknown a Level A suit must be worn.

Reference:

- CRD Hazardous Materials Response Procedures Matrix
- NFPA 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2008 Edition.
- Provincial Emergency Program: *Incident Commanders Guide for Responding to Biological / Chemical Threats*

Related Guidelines:

Fire Suppression – Clandestine Drug Facilities
Hazardous Materials Regional Response (CRD)
Hazardous Materials Response
Situational Awareness
RCMP Response to Illegal Activities

Bomb Threat Response OG 2.68.01

Operations



Effective Date: October 26, 2001 Last Revised: December 11, 2017

Approved: Fire Chief Arjuna George

Purpose: To provide a consistent response to a Bomb threat or the report of an unknown package that would suggest a bomb or incendiary device.

Scope: All Fire Rescue Personnel

Policy:

- Fire department personnel shall not directly respond to a bomb threat. At the specific request of the RCMP, the Chief or duty officer may authorize a routine response of specific apparatus to a staging area.
- There shall be no radio transmissions or use of cellular phones in the immediate area of the bomb threat. If a bomb device has exploded, the response shall be treated as a full code 3 response emergency.
- Caution shall be taken for secondary devices.

Procedure:

- If requested by the RCMP, the Chief or duty officer may respond Routine to the scene or staging area and receiving a briefing from the RCMP.
- Notify dispatch and the appropriate fire hall(s) of the situation.
- Set up a contingency plan in the event of an explosion, or secondary explosion.
- Fire Rescue personnel will not participate in a bomb search.
- The Commander or RCMP may request a limited routine response and to stage or assist in evacuation procedures.
- The Incident Commanders may, at their discretion stage equipment and personnel in locations in proximity to but out of sight of the bomb threat scene.
- The Incident Command system shall be utilized, and a command post established. A Unified command shall be established with RCMP.
- Should a suppression crew receive a bomb threat directly via telephone or while in the district, try to get as much information as possible. DO NOT USE the radio system for this purpose. Pass the information to the RCMP immediately.
- In the event of a detonation, Fire Command will be responsible for fire suppression tactics and operations while RCMP remain as the Incident Commander.
- In the event of a detonation resulting in fire, fire crews shall initiate fire suppression activities as directed by Fire Command. Defensive firefighting tactics shall be considered to protect firefighters against the possibility of a second explosive device.
- Keep all unauthorized people away from the scene, and always consider the possibility of a second bomb which has not exploded.

Reference:

- NFPA 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2008 Edition.
- Provincial Emergency Program: Incident Commanders Guide for Responding to Biological / Chemical Threats

Related Guidelines:

Hazardous Materials Regional Response (CRD)

Hazardous Materials Response

Biological Chemical Threat Response (CBRN)

Situational Awareness

RCMP Response to Illegal Activities

RCMP Response to Illegal Activities OG 2.69.00

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure that the RCMP are notified of illegal activities when noticed during emergency operations.

Scope: All Fire Rescue Personnel

Policy: The RCMP shall be notified immediately of any suspected illegal activities that the SSIFR crews recognize during an incident.

Procedure:

- If SSIFR personnel recognize an illegal activity during a response, or operations the Incident Commander shall be made aware and RCMP notified.
- The scene shall be secured if possible until RCMP arrives.
- Always maintain situation awareness, and retreat if unsafe.
- All members that witnessed the illegal activity shall ensure they document their findings, and recollections for incident investigation purposes.
- All suspected illegal activities shall be reported to the RCMP including but not limited to: Clandestine drug operations, driving under the influence, Arson, stolen property, and assault.

Reference:

- First Responder Level III Training

Related Guidelines:

Incident Command

Situational Awareness

Personal Risk (Rules of Engagement)

Fire Suppression – Grow Ops

Fire Suppression – Clandestine Drug Facilities

Biological Chemical Threat Response (CBRN)

Bomb Threat Response

Dealing with Contaminated PPE OG 2.70.00 Operations



Effective Date: July 24, 2015

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide a guideline for dealing with contamination of personal protective gear that can occur from responding to an emergency incident within a structure.

Scope: All Fire Rescue Personnel

Policy: The workplace environment shall be continually monitored in accordance with the Salt Spring Island Fire Rescue Occupational Safety and Health Program.

Procedure:

When personal protective gear is contaminated or suspected to be contaminated from exposure to any source, all personnel shall use the following guidelines.

- Upon termination of the incident or withdrawal from an emergency operation, all personnel wearing contaminated personal protective gear shall undergo immediate gross decontamination using either a water or scrub brush rinse.
- All personnel wearing or in proximity to contaminated personal protective gear shall wear appropriate respiratory protection for the potential hazard.
- All personal protective gear showing signs of debris or residue from contact with pre-1990 building products shall be considered as contaminated from asbestos products.
- All contaminated personal protective gear and clothing shall be removed before entering any fire department apparatus. All contaminated clothing shall be placed into individual, non-porous containers such as a 6ml poly bag and sealed. All contaminated gear shall be returned to the fire station for appropriate decontamination procedures.
- The removal from the sealed bags and subsequent cleaning of contaminated clothing or protective gear shall only be conducted within approved laundry areas of the fire station. Personnel conducting the cleaning shall wear appropriate protective gear for the hazard.
- In the case of asbestos contamination, cleaning personnel shall wear respiratory protection, gloves and coveralls. All loose asbestos fibres shall be removed from protective gear or clothing with an approved vacuum device equipped with a "HEPA" filter before being placed into the washing machine. All poly bags that contained contaminated gear will be sealed and disposed of in an approved manner. Upon completion of the washing and decontamination of protective gear and clothing, the laundry area shall be vacuumed (HEPA filter) followed by a wipe down with a damp cloth of the entire area to remove any potential asbestos fibres from the area. Personnel shall continue to wear appropriate respiratory protection during the decontamination procedure.
- Upon completion of the cleaning process, all protective gear shall be thoroughly dried as per manufactures recommendations before being returned to service.

NOTE: At no time shall contaminated turn out gear or equipment be placed back into service, placed in apparatus or into fire stations without undergoing an approved decontamination process.

Reference:

- Salt Spring Island Fire Rescue Occupational Safety and Health Program.

Related Guidelines:

Dealing with Workplace Exposure to Asbestos

Hazardous Substances – Asbestos

Care and Maintenance of Personal Ensembles for Structural Fire Fighting

Post Fire Decontamination OG 2.70.01

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: This standard operating guideline shall provide SSIFR personnel with a systematic procedure for decontamination of personal protective equipment (PPE), firefighting equipment, and themselves after fire operations.

Scope: All Fire Rescue Personnel

Policy: This procedure is to be followed by all SSIFR personnel to ensure that proper decontamination is completed to reduce the risk of exposure to products of combustion after a fire and other contaminants. All department personnel shall take all measures necessary to protect themselves and others from products of combustion. The Incident Commander shall direct personnel to follow the decontamination procedures as soon as possible to prevent exposure. Decontamination procedures will be enforced for the following:

- Structure Fires
- Training Live Fires
- HAZMAT
- Vehicle Fires
- Dumpster Fires
- Wildfires
- Vehicle Extrication
- And Other incidents it is determined decontamination is needed.

** All personnel who enter the hot zone with potential of coming in contact with the products of combustion will wear Self Contained Breathing Apparatus (SCBA). (i.e. Structure fires, Electrical fires, Appliance fires, Vehicle fires, dumpster fires, garbage fires, and training fires. **

Procedure:

- The Incident Command shall designate a decontamination sector as soon as possible. All personnel who enter the hot zone or who are exposed to products of combustion shall rotate through the decontamination station. It is the Incident Commanders responsibility to ensure that the appropriate type and degree of decontamination is performed on firefighters and equipment.
- Decontamination kits are located on each Engine and should be used in gross field decontamination. If available, the front-line fire engine operator shall begin setting up the decon area.
- The HAZMAT / DECON Trailer can be requested for additional resources and stock to assist in mass decontamination procedures.
- It shall be the responsibility of individual firefighters to ensure that they receive at least a minimum decontamination prior to removing face pieces or exchanging bottles.

- If PPE is soiled by contaminants from the fire or other emergency incident it shall go through the following steps:
 1. All loose debris brushed off with hand brooms (DRY DECON) ** Consider potential Asbestos when conducting dry decon. (See Asbestos OG's)
 2. Areas with visible contaminants will be washed with brushes using soap and water on PPE. (WET DECON)
 3. Perform decontamination in a controlled fashion to avoid cross contamination.
 4. The Firefighter conducting the decontamination should be protected with medical gloves, and at a minimum a N95 Particulate mask.
 5. It is recommended to perform decontamination while the Firefighters is still on SCBA air.

Dry Decon Procedures:

During cold inclement weather the process of soaking our members while performing wet decontamination procedures may create additional safety problems such as hypothermia and may create equipment failure issues. Dry Decontamination may be also used for dry contamination such as drywall, insulation or other dry materials. If Asbestos is possible, follow the safe work procedures in the SSIFR Operational Guidelines for Asbestos.

To minimize the risk of dry decontamination may be performed utilizing the following procedures:

- The contaminated firefighter must be on supplied air from their SCBA for Dry Decontamination procedures.
- Brush off all large particles from the PPE, working from the heads down, using the provided hand broom or a similar device.
- Use damp towels to wipe the areas around the firefighter's mask and face piece to suspend any particulate matter.
- Attempt to remove all of the visible contaminants.
- A significantly exposed firefighter may be too dirty for dry decontamination procedures and should therefore be decontaminated utilizing the wet procedures and then should change into dry warm clothes / PPE.

Wet Decon Procedures:

It is essential that we reduce the possibility of cross contamination to our work areas, apparatus, and stations from airborne contaminants. These types of contaminants can result in chronic exposure to known health hazards such as asbestos and fiberglass dusts which will dry, fall from clothing, hose and equipment to become air borne respiratory hazards.

- One Minute Wash
- Equipment, hose and contaminated PPE will be hosed down thoroughly prior to being placed back in service.
- Complete rinse of PPE to remove all visible contaminants from PPE. This shall be done before:
 - Returning to the Fire Hall
 - Responding to another call
 - Going to Rehab or Staging
 - Leaving the scene
- If a fire apparatus becomes contaminated from firefighters responding to a second incident, the apparatus cab and affected areas must be fully decontaminated.

- All equipment involved in fire suppression and /or overhaul activities will be washed with soap and water and dried before entering the fire hall.
- All apparatus involved in suppression and that may be contaminated will be washed with soap and water. This includes the exterior and interior of the cab or any other contaminated areas of the apparatus. Surfaces in the cab should be wiped down with clean wet paper towel to remove as much transient particulate matter as possible. The specialized HEPA filter shop vacuum shall be used for dry debris only.
- All contaminated PPE is to be bagged and tagged using clear heavy-duty garbage bags.

All fire equipment shall be decontaminated before placing back on the fire apparatus which includes but not limited to the following:

- SCBA (Bottle, Harness, Mask)
- Hand Tools
- Nozzles
- Hose

While loading hose or equipment personnel shall wear a helmet, eye protection and gloves to protect themselves from the products of combustion or being contaminated.

- It is the responsibility of the Officer and firefighters to ensure that all clothing and equipment used in live fire training, suppression or overhaul activities is decontaminated prior to placing in on the apparatus back in service.
- Prior to leaving the scene all personnel exposed to products of combustion or other contaminants shall ensure their gear is properly bagged and tagged. All contaminated PPE except for helmet, and boots shall be bagged.
- Medical gloves should be worn when removing PPE for decontamination. Decon Wipes are also provided to provide a quick and thorough cleaning of hands, neck, face.
- For PPE/clothing handling procedures following possible exposure to biological or blood borne pathogen materials see our SSIFR OG on Exposure control OG #
- Helmets and boots can be decontaminated at the fire scene with a secondary clean back at the fire hall. This allows firefighters to have head and foot protection if working around the apparatus after the call.

Procedures for Fire Stations

Upon arrival at the station the following procedures should be done to limit exposure to personnel, apparatus and the station.

- Do not enter common (GREEN ZONE) areas or living quarters of the fire station with PPE.
- Minimize the time contaminated station wear is worn in the station.
- All personnel involved in cleaning and decontaminating gear and equipment shall wear appropriate protection to guard against inhalation, ingestion or injection of particulate matter. The lowest level of acceptable protection is medical gloves, N95 Mask, and eye protection.
- For dry debris in the apparatus, use the designated HEPA filter shop vacuum to clean the apparatus seats and floors.
- Wash or wipe out the floors of the apparatus using the provided detergent.
- Clean all SCBA face pieces following our SSIFR Respiratory Protection Program procedures.
- Replace equipment and or needed supplies. Restock the Decon Kits

- Start the decontamination procedure for PPE as per Operational Guideline. PPE should be washed immediately if it is contaminated to the point it could affect personnel safety. The PPE washer/extractor shall be used for only PPE washing.
- PPE washing facility is Fire Hall #3.
- PPE contaminated by hazardous materials shall be properly handled based on the recommended decontamination procedures for the material involved in the incident.
- All contaminated hoods and gloves shall be washed.
- After all equipment and supplies are replaced or cleaned all personnel should take a shower and / or Decontamination sauna and put on clean clothes.
- Use of proper PPE washing should follow the PPE washing guide.

Post Fire investigators shall follow the same PPE and personnel decontamination procedures as defined in this operational guideline.

Decontamination and reducing exposure of carcinogens and harmful contaminants is everyone's responsibility.

Decon Kit:

- Bucket with twist lid
- Scrub brush
- Garden / Econo Line hose
- Decon Wipes
- Clear Heavy-Duty Garbage bags
- 2.5" To Econo Adapter
- Soap
- Hand Sprayer

Reference:

- Kill Cancer Program
- Respiratory Protection Program
- PPE Washing Guide
- NFPA 1851
- NFPA 472 Supplement 10, Guidelines for Decontamination of Fire Fighters and their Equipment following Hazardous Materials Incidents.

Related Guidelines:

Situational Awareness
 Duty Officer Response
 10 Minute Timer
 Decontaminations Sauna
 Dealing with contaminated Personal Protective Equipment
 Hazardous Substances – Asbestos
 Care and Maintenance of Personal Ensembles for Structural Fire Fighting

Rapid Intervention Teams (RIT) OG 2.71.00

Operations



Effective Date: February 18, 2010

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To state the aim, appointment, chain of command and deployment objectives for a Rapid Intervention Team (RIT).

Scope: All Fire Rescue Personnel

Policy:

At all incidents where fire fighters are engaged in interior firefighting, enclosed or confined spaces, or any IDLH environment wearing a SCBA, a Rapid Intervention Team shall be established. A RIT is a team of back up rescuers assembled for the sole purpose of quickly responding to cases of missing or incapacitated fire fighters. RIT members must not engage or be assigned to activities that limit their abilities to make a prompt response to rescue an endangered fire fighter but may be assigned quick duties, such as raising a ladder for a second means of egress or related duties to enhance fire fighter safety.

The RIT must consist of a minimum of two fire suppression personnel and must be established on scene prior to a second entry team being deployed but not more than ten (10) minutes after the initial attack. When a RIT is deployed a second RIT must be established. The RIT reports directly to the Incident Commander or to the Safety Officer, if one has been assigned. If multiple attack teams are in offensive attack mode, Command may assign multiple RIT locations and teams or increase the RIT team numbers to satisfy the rescue needs.

Procedure:

- Report directly to the Incident Commander in full PPE and SCBA
- Obtain a list of all apparatus, locations and activities with the number of fire fighters committed to interior operations and their locations.
- Develop a RIT action Plan and accountability of all interior operations, using the SSIFR RIT Status Boards.
- Obtain and review the pre-fire plan if available.
- Assemble the RIT Equipment cache. (Blue RIT Tarp)
- Acquire a portable radio and monitor radio traffic.
- Conduct a visual 360-degree size-up of the structure; establish and note secondary means of emergency egress for the interior crews. All secondary means of egress shall be reported to all Fireground crews over the fire ground radio channel. Secondary means of egress on all floors shall be established with ladders if needed.
- Identify and quickly establish a rapid deployment area for RIT at the point of the interior entrance, but without interference to fire fighter operations and outside of the collapse zones or other hazards.
- If a second point of entry by an attack team is established a second RIT must be posted at that entrance.

- A report on findings preferably in person to the Incident Commander or Safety Officer is one has been assigned.
- Follow additional instructions from the Incident Commander and report to RIT staging.
- The term “MAYDAY, MAYDAY, MAYDAY” will activate the RIT. All radio communications not related to the RIT emergency will cease on hearing the MAYDAY alert.
- The RIT will be required to formulate a problem list in conjunction with the Incident Commander, based on presenting information about the nature of the problem and suspected location:
 - Lost/disoriented fire fighter
 - Fire fighter without air
 - Entrapment/structural collapse
 - Overtaken/injured by fire
 - Fall through floor/roof/below grade
 - Collapse/medical emergency/no entrapment

The RIT Officer shall select the appropriate strategy and RIT tools, considering the risk.

SEARCH/RESCUE: A RIT should select from the available actions

- Conduct risk/benefit analysis
- Determine the number of missing fire fighters and determine their last know location.
- Determine entrance used by those fire fighters.
- Determine RIT's path into the fire area.
- Conduct an analysis of the problem and determine which rescue tools might be best suited.
- Consider PPV if not already done and if it is safe and will improve vision/atmosphere.
- Place lighting at doors
- Start rescue efforts toward the fire fighter(s) last known location
- Follow recognized search procedures.

Reference:

- NFPA 1407 Standard for Training Fire Service Rapid Intervention Crews
- Occupational Health and Safety Regulations WorkSafe BC
NFPA

Related Guidelines:

Mayday Protocols
Incident Command
Accountability
Structural Firefighting Strategies and Tactics
Situational Awareness
Personnel Risk (Rules of Engagement)
Emergency Abandonment
Self-Contained Breathing Apparatus (SCBA)
Air Management (SCBA)

Incident Safety Officer OG 2.72.00

Operations



Effective Date: August 27, 1999

Last Revised: November 14, 2019

Approved: Fire Chief Arjuna George

Purpose: To identify the appointment, role and responsibility of an Incident Safety Officer (ISO).

Scope: All Fire Rescue Personnel

Policy: The Incident Commanders responsibility for personnel safety may be enhanced at any time through the arrival of an Incident Safety Officer (ISO) or through the appointment of an ISO by the Incident Commander from qualified available personnel at the scene. If no Safety Officer is assigned, the Incident Commander assumes that role.

Procedure:

- Upon appointment or arrival of an ISO, the ISO shall report to the Command to obtain a briefing of the Incident Action Plan (IAP)
- Upon completion of a complete size up, the ISO shall provide the IC with an assessment of the safety risks at the scene.
- The ISO shall always be re-evaluating the Personnel Safety and Rules of Engagement.
- The ISO shall walk the incident and establish a fire zone perimeter
- The items of concern for the ISO may include but not limited to:
 - Full PPE appropriate for incident
 - Personnel fatigue (Firefighter Rehab established)
 - Structural Integrity and collapse zone
 - Establishment of Accountability system
 - Establishment of RIT
 - Fire Zone Established
 - Monitoring Interior Attack Crews location and actions
 - Monitoring Air Management
 - Utilities secured (overhead wires, propane tanks, etc.)
 - Safe use of all equipment, and tools
 - Tactics Safety
 - Hazardous materials
 - Crew continuity and control during access, exiting operations.
 - Adequate lighting for safe operations
 - Apparatus placement
- The ISO shall notify the Incident Commander of any imminent hazards discovered for their corrective action. The ISM shall periodically report back to Command on the status of the incident.
- Only in extreme emergency situations that represent a life or injury threat to personnel, the ISO is authorized to take immediate action to alter, stop or prevent imminent unsafe acts at an incident scene before notification of the Incident Commander.
- The ISO shall report immediately to the Incident Commander after taking emergency action that alters, stops or prevents imminent unsafe acts.

If required by Command the ISO shall complete a post-incident safety report for the incident that is attended by the ISO. This report shall be attached to the fire incident report.

Reference:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
- NFPA 1521 Standard for Fire Department Safety Officer
- SSIFR Firefighter Rehab Program
Incident Command System

Related Guidelines:

Incident Command
Firefighter Rehabilitation
Rapid Intervention Teams
Accountability
Personnel Risk (Rules of Engagement)
Situational Awareness

Emergencies in Food Facilities OG 2.73.00

Operations



Effective Date: February 28, 2003 Last Revised: August 11, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure that the public is protected from contaminated food after a fire or other hazardous emergency.

Scope: All Fire Rescue Personnel

Policy:

When a fire or hazardous emergency is involved within a food facility, the Vancouver Island Health Authority (VIHA) shall be notified.

Procedure:

- When a fire or hazardous incident occurs in a food establishment the Incident Commander shall notify VIHA.
- If a commercial extinguishing system has been activated or a fire extinguisher has been dispensed, VIHA shall also be notified.

A food service facility is defined as but not limited to: Restaurants, Grocery Stores, Institutional Kitchens, commercial kitchens, or any business that operates with fresh food serviced to members of the public.

Reference:

- Vancouver Island Health Authority (VIHA)

Related Guidelines:

Incident Scene Preservation OG 2.74.00

Operations



Effective Date: October 26, 2001 Last Revised: August 11, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure continuity of incident scene preservation for the purpose of fire investigations.

Scope: All Fire Rescue Personnel

Policy:

When an incident falls under any of the following criteria, legitimate security shall be posted and a perimeter established at the site until the investigation has been completed by the SSIFR LAFC fire investigators, RCMP, or the Office of the Fire Commissioner:

- Unknown Fire Cause
- Suspected Arson Fire or suspicious in nature
- Large dollar loss
- Death or serious injury
- Unusual circumstances
- Building or area evacuation

Procedure:

- Under no circumstances is the fire scene to be left unprotected at any time. If so this breaks the continuity and jeopardizes any evidence gathering and any criminal investigations.
- If a fire scene is suspected to be a criminal scene the investigation and scene shall be turned over the RCMP to complete. SSIFR may assist under their command.
- All fires require a fire investigation of some degree and documentation completed.
- Not all fires require scene security.

All attempts during overhaul shall be made to protect the area of origin and preserve the fire scene for the investigation.

Reference:

- Fire Service Act
- NFPA 1033: Standard for Professional Qualifications for Fire Investigator, 2009 Edition
- NFPA 921: Guide for Fire and Explosion Investigations, 2008 Edition

Related Guidelines:

Health and Safety at Fire Investigations
Fire Watch Detail

Fire Scene Security OG 2.75.00

Operations



Effective Date: January 19, 2000 Last Revised: June 22, 2010

Approved: Fire Chief Arjuna George

Purpose: To establish a procedure for providing a fire watch and building security detail after a fire incident and to prevent possible re-ignition while keeping damage to a minimum.

Scope: All Fire Rescue Personnel

Policy: A fire watch/building security detail shall be assigned to guard structures damaged by a fire incident if deemed necessary by the Incident Commander.

Procedure:

- A Fire Watch detail shall be established at a structure fire incident whenever the need becomes apparent to:
 - Protect the scene for investigative purposes
 - Provide observation to prevent rekindle
 - Provide security whenever the owner/occupant cannot be located, and valuables are left inside an unsecured area.
 - Provide observation and security against possible incendiarism.
- The site is to be secured to the best of the Departments ability with material that are at hand.
- The Incident Commander shall attempt to make contact with the building owner(s) and have them make contact with their property insurance agent and have the Insurance agent provide private building security.
- The Incident Commander shall make contact with the RCMP authority and advise them that security is also necessary at an incident and provide them with details.
- Until the scene has been released by the SSIFR Fire Investigators no other agencies shall be permitted to enter the fire zone.
- Fire watch detail shall consist of an officer and a minimum of two firefighters assigned an apparatus with sufficient equipment and water.
- When Fire Watch detail is provided for security and investigative purposes, the group shall remain on the scene until the building can be:
 - Investigation complete
 - Released to owner
 - Boarded up
 - Security firm assigned
 - Officer in charge deems no longer necessary
- When the fire watch is discontinued, a "Release of Property to Owner" shall be completed by the Incident Commander and delivered to the owner or owners designated representative.
- When Fire Watch is provided to guard against re-kindle, fire watch shall be continued for:
 - Minimum two hours.

- Minimum of two Firefighters with apparatus.
- Until the Officer of the Fire Watch detail is satisfied that all signs of fire have been extinguished.
- During a Fire Watch detail the Officer shall attempt to preserve all possible evidence, making notes and taking pictures as they progress thru the detail.

Reference:

- LAFC Guidelines
- Fire Services Act
- Scene Preservation
- Incident Release Form

Related Guidelines:

Incident Scene Preservation

Blank OG 2.76.00

Operations

Effective Date: August 14, 2001

Last Revised: August 10, 2010



Approved: Fire Chief Arjuna George

Purpose: x

Scope: All Fire Rescue Personnel

Policy: x

Procedure:

x

Reference:

Related Guidelines:

Media Relations OG 2.76.01

Operations



Effective Date: August 14, 2001 Last Revised: August 10, 2010

Approved: Fire Chief Arjuna George

Purpose: To define the roles and procedures for media interactions.

Scope: All Fire Rescue Personnel

Policy: SSIFR personnel are to be aware of media issues and respond accordingly. SSIFR shall also be aware of the many opportunity's media outlets may aid the department during an emergency.

Procedure:

- Media inquiries pertaining to the District, SSIFR policy and procedures, liability, response times, and inter-department and agency relations shall be referred to the Fire Chief.
- The SSIFR recognizes the need of accurate and timely information to the public, so if the Incident Commander cannot handle the media and the incident a Public Information Officer shall be appointed. (PIO)
- Press Releases shall be completed by the Incident Commander / or Fire Chief for all large dollar loss fires, high profile fires, HAZMAT spills, fatalities, wildfires, or any other major incident under investigation. The process shall protect the integrity of the investigation and all those concerned.
- Press Release information is not intended for the general public.
- Only information in the Press Release is available to be released to media outlets. The Chief or delegate shall be the sole persons reporting to the media outside of the press release information.
- If a press release has not been completed at the time of the request, provide no information and collect contact information for the Chief or PIO to follow up with.
- Under no circumstances shall specific names, addresses and personal opinions be releases to any news media outlet.
- The Public Information Officer may act on behalf of the Fire Chief for press release and media relations.
- Media releases shall include television news groups, newspapers, online media, radio news stations, and live briefings.

Reference:

Related Guidelines:

Public Information Officer

Media Ride Along Programs OG 2.76.02

Operations



Effective Date:

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To define the roles and procedures for media groups participating in SSIFR ride along programs or training.

Scope: All Fire Rescue Personnel

Policy:

Procedure: Under-Development

Reference:

Related Guidelines:

Helmet Camera Use OG 2.77.00

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: This guideline is intended to provide a framework for the use of fire helmet cameras.

Scope: All Fire Rescue Personnel

Policy: This guideline will discuss the benefits, operation, use, function, maintenance, permission, and consent aspects of the fire helmet camera. The obvious benefits of the camera are varied and numerous. As a reliable recall device, the fire helmet camera is an incredible valuable tool for the department.

Procedure:

- **Use:** The use of the fire helmet camera shall not delay any suppression or rescue activities. The fire helmet camera may be used time permitting on responses except for EMS only calls and direct patient care.
- **Function:** The function of the fire helmet camera is to provide video and audio documentation of fire / rescue scenes. These recordings will serve as a reliable recall of the events of any emergency event.
- **Permission:** The following are permitted items concerning the use of the fire helmet camera.
- **Required/Allowed or Permitted:** The Fire helmet camera is permitted by members of SSIFR for all incidents except for direct patient care.
- **Posting, uploading, or emailing video on the internet:** All video and audio content will be reviewed by the fire chief or his/her designee before being posted, uploaded, or emailed. All video and audio is the property of the Salt Spring Island Fire Rescue Department and forms part of the formal record of the emergency incident.
- **FIPPA / Privacy Requirements:** The fire helmet camera may not be used to video, or record private medical information or records. Patient care or other private and/or personal information shall be disseminated.
- **Rescue Calls:** The fire helmet camera may be used on rescue scenes. If the fire helmet camera inadvertently records a patient care event such as a rescue, the fire chief will determine the use or purpose of the video.
- **Eavesdropping / Illegal Activities:** The fire helmet camera shall not be used for any illegal activities such as eavesdropping, listening to, or recording private conversations.
- **Consent:** A patient may give consent for a video of a rescue or other emergency to be used in training, education, or any other usage desired by SSIFR.

Reference:

Related Guidelines:

Social Media

Lockout Procedures OG 2.78.00

Operations



Effective Date: July 15, 2002 Last Revised: June 21, 2010

Approved: Fire Chief Arjuna George

Purpose: To identify lock out procedures for Fire Rescue personnel. Devices that may need to be locked out may include but not limited to: Electrical, compressed gas, steam, hydraulic, fuel, or any moving parts. Lock Out defines a system of locks which positively secures devices that control hazardous energy from release.

Scope: All Fire Rescue Personnel

Policy: Fire Rescue personnel must work under the protection of at least one lock and key that is under the protection of the Incident Commander or designate, when working with electrical or mechanical equipment routine or during an emergency.

Procedure:

- Where a lock out control device is available the Incident Commander or designate shall take possession of one lock, key, and lock out device. Once locked the device shall not be unlocked until all emergency personnel working in the area are clear and accounted for.
- If the work procedures could procure movement of de-energized equipment the equipment must be mechanically restrained to assure equivalent protection.
- If a lock out system is not available a firefighter shall be tasked to monitor and guard the device to prevent unwanted re-energization.

Reference:

- SSIFR Operational Guidelines
Occupational Health and Safety Regulations WorkSafe BC

Related Guidelines:

Electrical Emergencies involving Downed Lines
Hybrid Vehicle Incidents
Motor Vehicle Extrication

Fire Hydrant Use OG 2.79.00

Operations



Effective Date: July 16, 2002 Last Revised: February 18, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure that all SSIFR personnel are familiar with the fire hydrant operations, maintenance, and record keeping.

Scope: All Fire Rescue Personnel

Policy: All fire hydrants shall be fully dressed with hydrant gates and properly flushed prior to use.

Procedure:

- Operators of the fire hydrant shall ensure that the hydrant is fully dressed and flushed prior to use. At the end of the incident the hydrant shall be put back into service, caps secured, and gate fully closed (Check suction).
- Defects and /or repairs needed shall be reported to your supervising officer as soon as possible.
- When SSIFR utilizes a fire hydrant at an incident they shall notify the Water Works department that is responsible for the water system that the hydrant is on as soon as possible.
- A Waterlog shall be completed at the end of the incident for our records.

Reference:

- SSIFR Operational Guidelines
- BC Fire Code
- SSIFR Water Usage Log

Related Guidelines:

Water Shuttle Operations
Fire Hydrant Maintenance

BLANK OG 2.79.01

Operations



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose: x

Scope: All Fire Rescue Personnel

Policy: x

Procedure:

x

Reference:

- x

Related Guidelines:

Water Shuttle Operations OG 2.80.00

Operations



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose: UNDER DEVELOPMENT

Scope: All Fire Rescue Personnel

Policy:

Procedure: Under-Development

Reference:

- SSIFR Response Matrix

Related Guidelines:

First Responder Roles and Responsibilities OG 2.81.00

Operations



Effective Date: November 25, 2017

Last Revised: December 3, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure that SSIFR First Responders work closely with BC Ambulance personnel to ensure the best possible pre-hospital care for our patient with the available resources.

Scope: All Fire Rescue Personnel

Policy: SSIFR personnel shall follow the medical scene roles and responsibilities as outlined in this Operational Guideline.

Procedure:

- First arriving SSIFR first responder shall assume command conduct a scene assessment and stabilize the scene if necessary. Fire Department personnel will be responsible for rescue and safety. Ambulance personnel will be responsible for medical aid and patient transport.
- Upon BCAS arrival at patient, SSIFR shall relay all important information to the attendant and assist paramedics when requested.
- If on route to a known medical incident, SSIFR apparatus shall yield to BCAS.
- SSIFR apparatus are to respond Emergency (Code 3) to all medical calls unless notified by Dispatch of a routine response. Once the first SSIFR apparatus is on scene, the Incident Commander shall announce if other units shall respond Emergency or step down to routine.
- Personal vehicles shall be parked in a way to avoid congestion and allow access and egress for SSIFR apparatus and BCAS ambulances.
- In the opinion of the Ambulance personnel, patient care would benefit from the assistance of a First Responder while en-route to the hospital, the Fire Department may provide such personnel whenever possible. The Incident Command shall authorize this request and find an appropriate member if possible.
- SSIFR members may be requested to drive the BCAS ambulance at critical incidents. Only members with a Class 4 or better shall be permitted to operate an Ambulance with a patient. Members with a Class 5 may only assist in backing up, and repositioning with no patients onboard.
- SSIFR personnel who maintain a pre-hospital care license higher than that of a First Responder level III shall practice within the protocols and boundaries of a First Responder III, unless requested by BCAS to assist with advanced protocols under supervision.
- First Responder or any member of the SSIFR shall not cancel the BCAS from any medical related incident. BCAS may cancel an SSIFR response to a medical call only. If the incident includes other emergencies in addition to medical, SSIFR shall continue to respond.
- First Responders can advise Fire Dispatch that the patient does not require emergency treatment or that there is no patient, but BCAS shall not be cancelled by First Responders on medical calls. First Responders are to remain on scene until released by BCAS.
- If a SSIFR responder determines a patient to have expired and is considered a sudden death, the RCMP shall be notified to investigate. SSIFR shall secure the scene and preserve any evidence until relieved by RCMP. **DEFINITION:** Sudden Death: An instant unexpected death. A death that occurs within one hour of the onset of symptoms.

- If a child is in immediate danger, The SSIFR Officer in Charge of the incident shall report it to police to intervene and to determine whether the child needs protection. If you think a child or youth under 19 years of age is being abused or neglected, it is your legal responsibility to report the concern. You may inform the Officer in Charge, who will then report the concern on behalf of our agency. The Officer in Charge shall ensure that the Ministry of Children and Family Development are notified through the hotline or through RCMP. Failing to report is an offence under the Child, Family and Community Services Act.
- The First Responder Form shall be filled out to the fullest if personnel and time permits. BCAS receives the white and yellow copies, SSIFR retains the pink copy.
- Each first responder shall follow the EMA code of ethics.

EMA First Responder Code of Ethics

- consider, above all, the well-being of the patient in the exercise of their duties and responsibilities;
- develop and maintain working relationships with other health professions and associations to ensure that patients receive the best possible emergency health care;
- protect and maintain the patient's safety and dignity, regardless of the patient's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation;
- always preserve the confidence of patient information consistent with the duty to act for the patient's well-being;
- not engage in any illegal or unethical conduct nor act in a manner that conflicts with the best interests of the profession;
- report to the appropriate authorities any incompetent, illegal or unethical conduct by colleagues or other health care personnel;
- carry out professional responsibilities with integrity and in accordance with the highest standards of professional competence;
- strive to improve the professional competence of colleagues serving under their direction;
- assume responsibility for personal and professional development, and maintain professional standards through training and peer mentoring;
- strive to encourage and merit the respect and trust of the public for members of the profession;
- refrain from impugning the professional reputation of a colleague or any other health care provider;
- Promote and encourage compliance with the spirit of these standards within the profession.

Reference:

- First Responder Program
- Pre-Hospital Emergency Care Code of Ethics for First Responders. (EMA Regulations)

Related Guidelines:

Situational Awareness
 Code of Ethics
 Incident Command
 First Responder Forms

First Responder Forms OG 2.81.01

Operations



Effective Date: February 18, 2010

Last Revised: June 22, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure that a copy of the First Responder Form is maintained so that the SSIFR is protected from legal implications

Scope: All Fire Rescue Personnel

Policy: The SSIFR shall maintain a copy of the First Responder Report forms at hall #1 attached to the incident form records. SSIFR obtains for our records the pink copy of the form.

Procedure:

- First Responder forms shall be filled out as complete as possible as per the First Responder Program.
- SSIFR has 24hr to submit the Original First Responder forms to the BCAS staff. SSIFR maintains the pink copy attached to the incident form for the office files.
- All completed forms shall be kept on file for a minimum of seven years.

Reference:

- SSIFR Operational Guidelines
- EMA Licensing
- First Responder Program

Related Guidelines:

First Responder Roles and Responsibilities
Auto External Defibrillator (AED)
NO CPR (DNR) Orders

Automated External Defibrillator (AED) Use OG 2.81.02 Operations



Effective Date: February 18, 2010

Last Revised: August 9, 2010

Approved: Fire Chief Arjuna George

Purpose: To provide guidelines and procedures when using an Automated External Defibrillator (AED).

Scope: All Fire Rescue Personnel

Policy: Only certified First Responders with an AED Endorsement shall be authorized to use the AED during an emergency.

Procedure:

- Only first responders who have successfully completed their First Responder AED endorsement shall be permitted to operate an AED unit.
- Non AED certified firefighters may be able to assist in other medical roles under the direction of a certified AED first responder.
- The First Responder form shall be filled out to the fullest with all shock and no shock times recorded if time and personnel permit.
- AED Records shall be downloaded, and then uploaded via computer modem to the SSIFR Medical Advisor once clear of the incident.
- Post Incident forms (3) shall also be completed and forwarded to the Medical Advisor and a copy made for the SSIFR records.
- A SSIFR AED unit may be transferred with BCAS and the patient and replacing it with a BCAS unit temporarily.
- If responders arrive at an emergency where a PAD (Public AED) is in use the responders shall connect an SSIFR A.E.D in replace of the public use AED.
- First Responders with an AED endorsement shall complete skill training with the use of an AED at a minimum of twice per year.

Reference:

- JIBC First Responder Program (AED Endorsement)
- EMA Licensing Board
- Global Medical Services (Forms P101 –P102)
- Canadian Red Cross First Responder Training

Related Guidelines:

- AED Maintenance and Records
- First Responder Forms

AED Download Procedures OG 2.81.03

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish process and requirements for SSIFR Automatic External Defibrillators (AED) downloading, and documentation.

Scope: All Fire Rescue Personnel

Policy: All SSIFR Automatic External Defibrillators (AED) units shall follow the procedures in this Operational Guideline for downloading, record keeping, and documentation.

Procedure:

AED reports shall be downloaded when SSIFR First Responders utilize a Fire Department AED unit at a cardiac arrest incident. The reports shall be downloaded as soon as possible (within 48 Hours). Copies of the AED download report shall be supplied to our Medical Oversight Doctor, BC Ambulance and for our internal documentation.

AED download hardware (USB) connection cord is in the FR room on the top shelf in a cardboard box and is labeled 'AED download LP 500 + 1000'. There are two cords, the pad port cord will work with either the 500 or 1000. The infrared USB connector will only work with the LP 1000's.

1. Log onto your username on the front desk FF computer (software is only downloaded on this computer)
2. Open DT EXPRESS 6.1
3. Connect the AED to the computer, turn on AED
4. Follow steps through the DT program as instructed *note*: when using infrared USB, hold 1" from export port located on the left-hand side of the 1000's, must keep holding until the download is complete
5. Make sure you have FR form available to fill in correct information requested i.e. name, age, gender, birthdate etc.
6. When completed, report will automatically be printed and sent to AED files folder: Computer>Local Disk (C:)>AED Files
7. A printed copy of the downloaded report shall be attached to the incident form.
8. A printed or PDF copy shall be supplied to BC Ambulance for their files.

Reference:

- Freedom of Information and Privacy Act
- Iridia Medical. Report email: aeddownload@iridiamedical.com

Related Guidelines:

Personal Protective Equipment

Automated External Defibrillator (AED) Use

Administering Naloxone OG 2.81.04

Operations



Effective Date: November 1, 2016

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide guidance and direction for the administration of Naloxone to patients with suspected or confirmed opioid overdose. The overarching goal for this clinical practice is to prevent death and disability in this vulnerable patient population by reversing the opioid overdose.

Scope: All Fire Rescue Personnel

Policy: First Responders shall follow this guideline for administering the drug Naloxone to patients.

Procedure:

Opiate Overdose Opioid drugs such as morphine, heroin, methadone, oxycodone, and fentanyl cause harm in overdose because they bind to opiate receptors in the brain that control breathing and cause the patient to stop breathing. Within minutes of stopping breathing the patient experiences severe hypoxia which shortly causes brain damage, followed by cardiac arrest. Naloxone binds to these same receptors in the brain, displacing the opiate from the receptor and allowing the patient to breathe.

What is Naloxone? Naloxone, or Narcan ©, is an antidote to opioid overdoses. Naloxone binds to the same receptors as the opiates, restoring normal breathing and consciousness by. Giving naloxone can prevent death or brain damage from lack of oxygen during an opioid overdose. It does not work for non-opioid overdoses (like cocaine, ecstasy, GHB, or alcohol). However, if an overdose involves multiple substances, including opioids, naloxone helps by temporarily removing the opioid from the equation.

Procedure: applies to all patients with suspected or confirmed opioid overdose.

Opioid Use History

- Current and past opioid use
- History of any previous overdoses
- History of substance misuse (including medications, alcohol, smoking)
- Assess, over-the-counter medications, herbal products, and illicit drugs

Physical Assessment

- Signs of injection drug use
- Signs of inhalation in oral and nasal mucosa
- Evidence of intoxication during assessment
- Level of responsiveness decreased
- Little or no pain stimuli
- Pinpoint pupils or eyes rolled back
- Body is limp
- Slow or absent pulse
- Slow or absent breathing
- Pale, cool skin
- Vomiting

How to respond to an Opiate Overdose

1. Stimulate the patient by talking loudly at them, and by performing a trap squeeze to determine pain response
2. Assess and suction the airway
3. If remain unresponsive, place an oral airway of appropriate size
4. Begin bag valve mask ventilation with oxygen.
5. Check for the presence of a pulse. If absent commence CPR protocols.
6. Draw up and prepare 0.4 mg of Naloxone (1ml or content of one ampoule) into a 3ml syringe
7. Administer the naloxone intra-muscular in the lateral thigh, or lateral shoulder (Deltoid)
8. Continue to assist ventilation and keep airway clear
9. Continue to monitor patients' vital signs. (Airway, Breathing, Circulation, LOC, Skin)

What to do when the patient wakes up:

1. Reassure and speak calmly to the patient explaining what has just happened. Prevent the patient from injuring themselves.
 2. Continue to administer oxygen
 3. Calmly reassure the patient that the naloxone will wear off in about 30 minutes and any opioids in their system can reach the receptors again.
- Document interventions performed on the standard First Responder patient care form. Record doses and times.

**FENTANYL, its analogs, and other potent opioids
HIGH RISK to First Responders**
FOR FIRE DEPARTMENT USE ONLY - FOR OFFICIAL USE ONLY

FENTANYL & ANALOGS/OTHER OPIATES

- synthetic opioids
- Fentanyl is 100x more potent than morphine, analogs can be even stronger
- skin permeable and easily inhaled
- can be white or coloured powder, or brown & pebbly (mistaken for, and used like, heroin)
- often pressed into tablets (fake Oxy's)


White powder


Fentanyl
lethal dose = 2 mg
(approx 2 grains of salt)


Fake Oxy tablets stamped CDN 80


Fake Oxy tablets crushed for snorting

SYMPTOMS OF EXPOSURE:

- severe sleepiness
- slow heartbeat
- difficulty breathing
- slow, shallow breathing or snoring
- cold, clammy skin
- trouble walking or talking

LOOK FOR:

- syringes, powders, green tablets
- cotton swabs with green substance (evidence of crushing & snorting tablets)

YOU MAY BE AT AN OVERDOSE, A LAB OR A TABLETING OPERATION AND ARE AT A HIGH RISK OF EXPOSURE!!

- bullet-type blenders
- silver-coloured mailer pouches
- various powders (can be illicit substances and/or cutting agents)
- weigh scales, pill presses, or unidentified equipment & parts
- laboratory glassware


Fentanyl processing location in kitchen

WHAT TO DO?

- Notify local Police Department of possible Clandestine Drug Lab
- Enact HAZMAT protocols as required by the scene hazards identified


2016-09-20 RCMP-GRC CISBC/YT

Reference:

- NIOSH Guide
- BCEHS Intramuscular Injections Procedures (BCAS)

Related Guidelines:

Bio Hazard Procedures OG 2.81.05

Operations



Effective Date: September 10, 2002

Last Revised: August 11, 2010

Approved: Fire Chief Arjuna George

Purpose: To provide a procedure for disposal of bio-hazardous waste and laundering of contaminated personal protective equipment.

Scope: All Fire Rescue Personnel

Policy: When bio-hazardous contamination is encountered at incidents, the Procedure outlined below shall be followed.

Procedure:

ITEMS FOR REGULAR WASTE DISPOSAL

Gloves, tubing, masks, dressings, sheets, blankets, suction collector and clothes with small amounts (not dripping) of blood can be disposed of as normal waste (black bag).

Feces, nasal secretions, tears, urine, sweat and vomitus are not implicated in the transmission of blood borne infectious agents unless visibly contaminated with blood. Therefore, these contaminated items are normal waste (black bag) however recognize that these materials can transfer Hepatitis A.

If the Feces, nasal secretions, tears, urine, sweat and vomitus are mixed with blood treat it as a bio-hazardous waste and placed in a designated bio-hazardous waste bag/container. All biological waste encountered at an incident shall be disposed of by BCAS when possible.

LAUNDERING PERSONAL PROTECTIVE EQUIPMENT

Pre-treat the contaminated areas (blood stains, etc.) of PPE and launder ensuring that the contaminated items are bagged and identified so that the person doing the laundry can be wearing the appropriate personal protective gear (latex or nitrile gloves, eye/face protection).

Pre-treating, Bagging and Laundering Procedure

1. Carefully hose-off very heavily contaminated items at scene;
2. Pre-treat affected areas with a commercial strength disinfectant
3. Double bag contaminated items
4. Tag and identify the bag(s) of contaminated items
5. Wear appropriate PPE and launder contaminated items or discuss with Duty Chief as whether to send items out for professional laundering. Ensure that the professional cleaners are informed on the condition of the clothing.

Reference:

- First Responder Program

Related Guidelines:

First Responder Roles and Responsibilities

Automated External Defibrillator (AED) Use

Response to Pandemics OG 2.81.06

Operations



Effective Date: June 1, 2011

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To protect and educate firefighters who may be at risk of exposure to a pandemic (i.e. H1N1.)

Scope: All Fire Rescue Personnel

Policy: All SSIFR personnel shall be familiar with and carry out the following procedures for their personal protection when responding to a medical aid response involving a patient who may be afflicted with a virus.

Procedure:

- SSIFR first responders shall not encroach within two meters of a suspected patient with a pandemic virus. If contact with a patient is required it shall be limited to only two responders.
- Responders shall be protected with gloves, fitted N95 mask, goggles and a disposable gown with booties. Responders shall maintain a safe distance if possible while assessing the patient.
- The patient may be requested to place a N95 mask on their face as an added precaution.
- Responders shall look for signs and symptoms of a possible pandemic virus.
- Responders shall ensure proper decontamination is performed prior to leaving the scene.
- If responders are required to assist BCAS on route to the Hospital the responder shall decontaminate themselves at the hospital. All disposable garments and PPE shall be disposed of properly in Bio-Hazard bags.

Reference:

Related Guidelines:

First Responder Roles and Responsibilities

First Responder Forms

Incident and Training Recording

No CPR (DNR) Orders OG 2.81.06

Operations



Effective Date: February 18, 2010

Last Revised: August 9, 2010

Approved: Fire Chief Arjuna George

Purpose: To provide appropriate SSIFR response to patients who have been issued a No Cardiopulmonary Resuscitation Order (No CPR Order) by a physician or are wearing a “No CPR” bracelet.

Scope: All Fire Rescue Personnel

Policy:

- Personnel shall obey signed No Cardiopulmonary Resuscitation Orders provided on the approved BC Ministry of Health form.
- Personnel will look for a “No CPR” bracelet prior to starting CPR on a Patient.

Procedure:

- If a patient is in cardiac or respiratory arrest, First Responders must determine if a *No CPR Order* is in effect for that patient by obtaining and verifying a written *No CPR Order* on the approved BC Ministry of Health form. Or First Responders must determine if a *No CPR Order* is in effect for that patient by looking for and verifying that the patient is wearing a Medic Alert© “NO CPR” bracelet.
- If there is a proper *No CPR Order* or No CPR bracelet, then do not perform
- Cardiopulmonary resuscitation and provide patient care with no intervention.
- If there is no proper *No CPR Order* and no bracelet, then proceed with CPR, as required.
- In the exceptional case where a First Responder reasonably believes that the
- *No CPR Order* is clearly inappropriate (i.e. where a patient doesn’t match the description on the *No CPR Order*, then the *No CPR Order* may be refused, and the First Responders shall administer treatment.

Reference:

- First Responder Program

Related Guidelines:

Automated External Defibrillator (AED) Use

Helicopter Landing Zones OG 2.82.00

Operations



Effective Date: February 18, 2010

Last Revised: November 27, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish guidelines for responders when providing assistance to incoming or departing Helicopters.

Scope: All Fire Rescue Personnel

Policy: To provide safe guidelines for the establishment of a helicopter landing zone operation. A Helipad Incident Commander must be established, if command has not been established at the incident.

Procedure:

Members shall be in appropriate personal protective equipment plus ear, eye, and head protection. Once notified of the need for a BC Ambulance auto-launch or a pre-designated Heli-spot, the following shall be performed.

- Site security and perimeter security. Site shall be positioned in a clear flat open area with no overhead obstruction. Areas with tall grass should be avoided. Traffic cones, and personnel may be used to secure the outside perimeter area. Personnel must wear bright orange high visibility vests.
- A Heli-spot 100' circle shall be constructed with a minimum of six rotating flares. A directional blue flare shall point in the direction of incoming aircraft if known. (Safest path) Battery operated flares shall be used for day or night operations. Do not use cones or fire tape at the Heli-spot location.
- All loose items in the landing zone area should be removed away or secured prior to landing and departure of the helicopter.
- A Communication link shall be established on PEP1 or FAP with the air crew.
- No responders shall approach the helicopter until authorized by the on board BCAS crew.
- Emergency apparatus lights shall be activated near the landing zone, but headlights should not be directed at the site.

Reference:

- BC Ambulance Auto-launch program
- SSIFR Helipad Landing Zone Checklist

Related Guidelines:

Incident Command

Technical Rope Rescue OG 2.83.00

Operations



Effective Date: November 25, 2017

Last Revised: Dec 12, 2019

Approved: Fire Chief Arjuna George

Purpose:

To establish guidelines for conducting high angle/rope rescues. Because of the infinite number of potential sites and situations that could be encountered, this procedure will not define a specific evolution to use but will give guidelines to follow for conducting safe and effective operations.

Scope: All Fire Rescue Personnel

Policy:

'Rope rescue incidents' shall be conducted under the direction of members trained and certified in rope rescue. The I/C shall ensure a rescue team leader trained to the NFPA Operations Level is assigned to direct all personnel in the hazard zone for steep angle rescues. Low angle rescues may be directed under a team leader trained to the NFPA Awareness Level. An accountability system shall be implemented as soon as possible to track assignments of all members in the hazard zone.

Procedure:

Personnel shall conduct rope rescue operations in accordance with the NFPA 1006, 1500, 1983, and 1670 standards.

TACTICAL CONSIDERATIONS

PHASE I

Arrive On-Scene, Take Command, Size-Up.

- The first arriving company officer should **assume Command** after arriving on the scene.
- **Locate the Victim.** Command may have to send a recon team to the area of the victim to determine the exact location of victim and nature of injuries. Command may wish to designate this as Recon Sector. Recon Sector should have EMS equipment to begin to administer the first aid to the victim.
 - If the terrain is greater than 60° inclination, Command may decide to wait until the TRT arrives with the proper equipment to reach the victim.
- **Assess the Need for Additional Resources.**
- Information that will be helpful in determining the need for additional resources would be number of victims, location and condition of victims, estimated angle of terrain, distance to victim, and estimated time of extraction.
- **Assess the Hazards.** Command may wish to designate a Safety Sector to identify all potential hazards to rescuers. Safety Sector will be responsible for securing those hazards or making all members aware of those hazards. Safety Sector shall also be responsible for assuring that all safety procedures are adhered to.
- **Decide on Rescue or Recovery.** If the operation is to be conducted in the recovery mode, Command may wish to leave the victim and any related equipment in place for investigative purposes.

- **Decide on an Action Plan.** Deployment of the TRT personnel in the Action Plan needs to be monitored by Command to ensure trained TRT members are available to staff critical functions.

PHASE II **Pre-Rescue Operations**

- **Make the General Area Safe.** Command shall ensure that the general area is made safe. This may include securing the area and not allowing civilian personnel into the area.
- **Make the Rescue Area Safe.** Command shall ensure that the immediate rescue area is made safe. This may include removing all civilian personnel and all non-essential rescue personnel from the area. If it is not possible to secure all the hazards in the immediate rescue area, all personnel operating in that area shall be made aware of those hazards.
- **Pre-Rescue/Recovery.** Depending on the action plan established, Command may want to establish an Extrication Sector. Extrication Sector will be responsible for gathering all equipment and personnel necessary to operate according to the action plan. Extrication Sector will assign rescue personnel to conduct the rescue, and support personnel to support the rescuers, during the actual rescue phase. Extrication Sector should have an alternative action plan should the first-choice plan fail. This alternate plan should be communicated to all personnel operating in the rescue area.

PHASE III **Rescue Operations**

- Extrication Sector shall put forth the action plan removal of the victim(s).
- Rescue operations should be conducted with from low risk to high risk.
- Rescues should be conducted with the least amount of risk to rescuers necessary to rescue the victim. Low risk operations are not always possible but should be considered first. If the rescue of the victim(s) is only possible by means of a high-risk operation, Extrication Sector shall communicate with Command the risk/benefit of the operation.

PHASE IV **Termination**

- Personnel Accountability.
- Equipment accountability. If there has been a fatality, Extrication Sector may consider leaving equipment in place for investigative purposes.
- Re-stock vehicles.
- Consider debriefing
- Secure the scene. Return to service.

ADDITIONAL CONSIDERATIONS

- HEAT. Consider rotation of crews.
- COLD. Consider effects of hypothermia on victim and rescuers.
- RAIN/SNOW. Consider the effects of rain on the hazard profile.
- TIME OF DAY. Is there sufficient lighting for operations extending into the night?
- Consider the effect on family and friends; keep family informed.
- Consider news media; assign a P.I.O.

Training

- Workers designated to provide rescue or evacuation services must be adequately trained.

Equipment

- Workers performing rescue or evacuation must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

- Harnesses must meet the requirements of the applicable standards or code issued by the International Union of Alpinist Associations, National Fire Protection Association or Canadian Standards Association. (as per WorksafeBC)

Ropes

- Ropes and associated rigging equipment used only for rescue or evacuation or training in such procedures must: (as per WorksafeBC)
 - be of low stretch (static) kernmantle construction or equivalent,
 - when new, have a minimum safety factor of 10 to 1, based upon a one-person load of 140 kilograms (300 pounds), and
 - be replaced at intervals stated by the manufacturer, but not exceeding 5 years.
- Ropes and associated equipment must be inspected visually and physically by qualified workers after each use for rescue, evacuation or training purposes.

Equipment

- Equipment must not be used after it
 - has been overstressed,
 - has been subject to temperatures above 150°C (300°F), or
 - shows significant damage due to contact with chemicals or due to any other cause.
- Maintenance records must be available upon request to any worker concerned with the safe operation of the equipment or to an officer. Records include:
 - the date of the last inspection and name of the inspecting person,
 - any damage suffered, and
 - the date and nature of any of maintenance.

Communications

Effective communications must be maintained between the workers engaged in rescue or evacuation and support persons.

Work areas over water

If workers are required to work in places from which they could fall and drown, and are not protected by guardrails or other means of fall protection permitted by this Regulation, the employer must provide

- a suitable rescue boat, equipped with a boat hook, available at the site and capable of being used for rescue at all times,
- a buoyant apparatus attached to a nylon rope not less than 9 mm (3/8 in) in diameter, and not less than 15 m (50 ft) in length, and
- a sufficient number of workers who are available when work is underway to implement rescue procedures and who are properly equipped and instructed in those procedures.

Reference:

Related Guidelines:

Situational Awareness

Technical Rope Rescue Team Training

Motor Vehicle Extrication OG 2.84.00

Operations



Effective Date: February 18, 2010

Last Revised: May 17, 2011

Approved: Fire Chief Arjuna George

Purpose: To establish a safe, coordinated, and effective approach to Motor Vehicle Incidents (MVI)

Scope: All Fire Rescue Personnel

Policy:

When extrication is required the first arriving firefighter shall implement an Incident Command system, establishing crew assignments to achieve safety and effectiveness for the incident scene. The Extrication Officer will become responsible for the extrication of the patients and will utilize all firefighting personnel at the scene in-conjunction with the Incident Commander. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

- First arriving firefighter shall establish command and shall do a scene survey to assess and initiate a controlled response for any hazards that might exist. A safe working environment shall be maintained throughout the extrication with the appropriate resources contacted, e.g. RCMP, BCAS, BC Hydro, etc.
- Your initial survey shall include but are not limited to:
 - Establish Command
 - Survey to assess and control hazards (stabilization)
 - Outer circle check (electrical, fuel, haz-mat, general hazards)
 - Inner circle check (fuel leaks, patients and access)
 - Initiate crew to perform first aid or hazard control as required.
 - Communicate with incoming rescue crews
 - Secure a location for rescue
- Extrication Officer shall perform a scene survey with the rescue equipment operator to determine the best procedure for extrication of patients, also conferring with BCAS regarding patient condition and need to expedite extrication if patient's condition deteriorates.
- Traffic Control and warning devices shall be placed in appropriate areas to provide early warning to traffic. Items may include: Cones, Traffic signs, flares, fire tape, personnel, and emergency lights.

Pump Operator Responsibility:

- Scene Lighting
- Charged Hose Line(s)
- Monitor hose lines and pump
- Remain in communication with the Incident Commander

- Assist with Extrication tool pump operations and hydraulic hose deployment.

Extrication Crew Responsibility:

- Patient protection
- Ensure vehicle stabilization
- Remove glass if needed
- Ensure patient care (BCAS may relieve you of these responsibilities)
- Rescue firefighters will perform all extrication tasks with assistance of other fire fighters under direction of the Rescue Officer and Incident Commander

Hybrid Vehicles: are becoming more popular and must have special attention paid to their unique construction and electrical issues. Refer to reference manuals and Emergency Guides when possible for assistance.

Reference:

- SSIFR Operational Guidelines
- Hybrid Emergency Guides
- BC Safety Council
- NFPA

Related Guidelines:

Incident Command
Response Protocol
Flag Person Operations
Hybrid Vehicle Incidents

Alternate Fuel Vehicle Incidents OG 2.84.01

Operations



Effective Date: December 11, 2019

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide general initial response procedures for hybrid and electric vehicles involved in a crash or on fire.

Scope: All Fire Rescue Personnel

Policy: These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

ALWAYS ASSUME THE VEHICLE IS SOME TYPE OF HYBRID, ELECTRIC OR ALTERNATIVE FUELED VEHICLE UNTIL PROVEN OTHERWISE.

Look for external badging indicating a hybrid or electric vehicle. • Badging may be hidden in a crash or fire, so alternative identification methods may need to be used. • Determine the vehicle's make, model, and year to access more specific vehicle information found in this guide.

Alternate Fuel Vehicles involved in a crash:

Immobilize

all vehicles should be immobilized prior to working around them. hybrid and electric vehicles may appear to be shut down even when they are not, due to the potential lack of engine noise.

Disable

- Primary shutdown method (for most vehicles) 1. turn off the vehicle's ignition (if on). 2. disconnect the 12v battery (according to vehicle instructions). some vehicles use a proximity key.
- If the key can be located, remove it to at least 16 feet (5 meters) from the vehicle.
- If it cannot be located quickly, proceed with disabling the vehicle.
- Once the vehicle is shut down and the 12v battery is disconnected, the proximity key system is disabled.

Secondary shutdown method (if you cannot access the ignition)

- Consult the vehicle-specific page in this guide for further information.

Extrication

GENERAL

- Follow Initial Response Procedures: Perform Scene Size-Up, then Identify, Immobilize, and Disable the vehicle(s).

- If the vehicle can be identified, reference the appropriate pages in this guide or the manufacturer's response guide.

Damaged High Voltage (HV) Batteries

- If damaged, HV batteries may give off harmful and/or flammable fumes.
- If you detect unusual odors or experience eye, nose, throat, or skin irritation, don full PPE with SCBA.
- If you detect leaking fluids, sparks, smoke, or bubbling noises coming from the HV battery, ventilate the vehicle by opening the windows and trunk to prevent the buildup of fumes.
- Sparks, smoke, or bubbling noises coming from the HV battery are signs of a potentially overheating battery, which could result in a delayed fire.
- Contents of HV batteries should be considered corrosive, toxic, and/or flammable. See SPILL HAZARDS if the battery contents are exposed or leaking.
- Avoid contact with a damaged HV battery; a significant shock hazard may exist

Service Disconnects

- Most hybrid and electric vehicles are equipped with manual or service HV disconnects, but not all are recommended for use by emergency responders.
- Check the vehicle-specific pages or manufacturer response guides before using a manual or service disconnect.
- Many manufacturers recommend insulated electrical PPE when using service disconnects. Most departments do not own or regularly carry rated electrical PPE.
- Note that removing a service disconnect will disable the HV system, but in most vehicles, the SRS (airbags) will remain active until the 12V DC system is disabled. Removing a manual disconnect does not discharge the HV battery.
- Avoid contact with HV cabling and components. ALWAYS assume the HV system is energized.
- NEVER cut orange HV cabling or penetrate HV components with tools.
- HV system shutdown procedures are designed to disable the vehicle's HV system, not to discharge the HV battery. THE HV BATTERY WILL REMAIN ENERGIZED.
- If the vehicle's 12V system is inaccessible and cannot be disabled, the occupant protection systems, such as airbags or pretensioners, may remain active, even if the HV system is shut down.

Post-Incident

- All hybrid and electric vehicles should be transported on a flatbed. If this is not possible, ensure that it is towed with drive wheels off the ground (varies by model). TOWING WITH DRIVE WHEELS ON THE GROUND POSES A RISK OF FIRE IN THE HV ELECTRICAL SYSTEM.
- Due to the potential of delayed fire, do not store a severely damaged vehicle containing an HV Lithium Ion battery in or within 50 feet (15 meters) of a structure or other vehicle.

INFORM TOW OPERATOR OF THESE RESTRICTIONS!

Alternate Fuel Vehicle Fires:

GENERAL

- Use standard vehicle firefighting equipment and tactics in accordance with department Operational Guidelines.
- Hybrid and electric vehicles do not require special equipment for fire suppression/extinguishment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All personnel should wear and utilize full PPE and SCBA as required at all vehicle fires.
- EXTINGUISHING AGENTS. Use water or other standard agents for vehicle fires.
- The use of water does not present an electrical hazard to firefighting personnel.
- If an HV battery catches fire, it will require a large, sustained volume of water.

WARNING

- If using water to extinguish/suppress a high voltage battery, use a large volume of water. Using only a small amount could allow dangerous toxic gases to be released.
- If a Lithium Ion (Li-Ion) HV battery is involved in a fire, there is a possibility that it could reignite after extinguishment. If available, use thermal imaging to monitor the battery. Do not store a vehicle containing a damaged or burned Li-Ion HV battery in or within 50 feet of a structure or other vehicle until the battery can be discharged.

Procedures for Alternate Fuel Vehicles Water Submersion

GENERAL

- Hybrid and electric vehicles are designed to be safe in water, even when fully submerged.
- The high voltage system is isolated from the chassis and is designed to pose no shock hazard from touching the vehicle body.
- The system is designed not to energize surrounding water.
- The system is equipped with short-circuit fault detectors designed to shut down the HV system in the event of a short.
- Avoid contact with high voltage components, cabling, or service disconnects on a submerged vehicle.
- This process produces flammable hydrogen gas and oxygen, which can be potentially explosive in confined spaces. Venting the passenger compartment may be necessary to reduce gas buildup.
- Never remove a submerged service disconnect!

General Procedures for Alternate Fuel Spill Hazards

- Secure the area and keep nonemergency personnel out of the hazard zone.
- Wear appropriate respiratory and structural firefighting PPE when working around leaked contents from a hybrid or electric vehicle battery.
- When possible, attempt to contain the leaked electrolyte and prevent its introduction into the environment.
- Due to the difficulty in determining the composition of a specific HV battery, electrolyte from all HV batteries should be considered potentially corrosive, toxic, and/or flammable.
- If damaged, the high voltage battery may give off harmful or flammable vapors. Use full PPE and SCBA and avoid direct contact with the battery, as it may also present a shock hazard.

- If you detect unusual odors or experience eye, nose, throat, or skin irritation, don full PPE with SCBA and immediately remove occupants and response personnel from the vehicle, if possible.
- If such fumes are present, immediate removal of patients is not possible, and if equipment is available, set up positive pressure ventilation (PPV) or a smoke ejector to direct vapors away from the interior of the vehicle. If possible, provide patient(s) oxygen by a non-rebreather at a minimum, to reduce the potential for the inhalation of hazardous gases.
- Consider fuel cell spill to be a hazardous materials spill.

Reference:

- Hybrid Emergency Guides
- NFPA Electric Vehicle Emergency Field Guide 2012 Edition.

Related Guidelines:

Incident Command
Response Protocol
Flag Person Operations
Motor Vehicle Extrication (MVI)

Tow Truck Operations OG 2.84.02 Operations



Effective Date: October 12, 2005

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure that all SSIFR personnel are aware of the level of assistance that SSIFR crews shall provide to tow truck operators at emergency scenes.

Scope: All Fire Rescue Personnel

Policy: SSIFR personnel shall only perform traffic control duties for tow truck operators. No direct assistance with the tow operations shall be permitted.

Procedure:

- It shall be the responsibility of the RCMP to request a tow truck operator to the scene of a MVI.
- The RCMP will not attend MVI's when there are no injuries, injuries are minor, or for a "Fender Bender". The RCMP will determine whether to attend on the seriousness of injuries or criminal matter or not.
- If an MVI involves serious injuries, fatalities, or a Criminal Code offense, the vehicles and parts must remain in place as evidence until RCMP arrives.
- SSIFR shall not be involved in direct tow truck operations. SSIFR can assist with non-technical and access tasks only. (Over the Bank MVI).
- The tow company is responsible for disposing of any absorbent material used and any parts torn from the vehicle. SSIFR may assist with cleanup if resources are available.
- SSIFR shall perform short term traffic control if RCMP is not and provide a safe working area for the Tow Operator and all responders.
- All attempts should be made to keep one lane traffic flow, but if unsafe to, alternate routes should be considered. The highways department and RCMP shall be notified of any long-term road closures.
- Island Media groups should be updated if a prolonged incident may close traffic for an extended period. (See Operational Guideline Media Relations)
- If a SSIFR apparatus requires a tow truck Command shall request a Heavy tow from the Emergency Contact List.

Reference:

Related Guidelines:

Motor Vehicle Extrication (MVI)
Media Relations

Flag Person (Traffic) Operations OG 2.85.00

Operations



Effective Date: June 1, 2011

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure that all SSIFR personnel are properly trained in traffic control duties.

Scope: All Fire Rescue Personnel

Policy: Only SSIFR personnel who have successfully completed a recognized Emergency Scene Traffic Control course shall be designated the responsibility of traffic control at any incident.

Procedure:

- The Incident Commander shall ensure that members assigned the duties of traffic control have successfully completed a recognized course. Command may deem that multiple traffic control members are needed depending on the complexity of the incident.
- Firefighters assigned traffic control duties shall ensure that they have necessary PPE (including a reflective vest, paddles, and / or traffic wand).
- Early warning signs shall be posted if required by Command to warn oncoming traffic of the incident and traffic changes. Cones, Flares, and Traffic signs can be used for this. Signs shall be positioned to provide early warning prior to the incident scene.
- All flag persons shall have a means of radio communication preferably a non-tactical channel.
- If no qualified flag persons are on scene and the situation dictates the need for traffic control, the road may be shut down with apparatus placement until it is safe to open.

Reference:

- BC Motor Vehicle Act (MVA)
- SSIFR Operational Guidelines
- BC Safety Council

Related Guidelines:

Motor Vehicle Extrication (MVI)

Vehicle Fire Incidents

Incident Safety Manager

Hybrid Vehicle Incidents

Local Highways Contractor Assistance OG 2.85.01

Operations



Effective Date: October 27, 2014

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To provide guidance to SSIFR personnel on how to contact and what assistance the local highways contracting (Emcon) can provide us during an emergency.

Scope: All Fire Rescue Personnel

Policy: During high weather events or other emergencies that affect the roadways, the assistance from Emcon contracting may be required.

Procedure:

1. During an emergency such as downed power lines, and downed trees, that pose a threat to public safety, SSIFR can temporarily close the roadway (Tactical Closure). RCMP should be notified of the closure as soon as possible.
2. Emcon will not assist with trees that are in contact with hydro or utility lines or trees over six (6") inches in diameter.
3. For long duration road closures, approval first must be given by either MOTI, or the RCMP.
4. Communications with Emcon employees shall be done through the Emcon Head (NUMBER)
5. During an emergency, communications can also be performed via our radio system Emcon Channel "C-Hiway". Saltspring Duty Foreman call sign "Saltspring 11". Examples of emergency situations that you may radio directly to the crews could be for a structure fire, or a life-threatening medical call during an extreme weather event.
6. For incidents that are prolonged (2 hours+) Emcon should be notified to arrange professional traffic control.
7. Emcon can also provide traffic and barricades if their resources permit. When requesting Emcon to respond, be specific with resource needs. (I.E. Dispatch, SSIFR requesting Emcon to Respond to incident location with 4 barricades and 2 flaggers).
8. Under certain circumstances Ground Search and Rescue can also be contacted as a resource during extreme weather events to assist with barricades.

Reference:

Related Guidelines:

Incident Command
Electrical Emergencies

Inland Water/Ice Rescue Incidents OG 2.86.00

Operations



Effective Date: November 1, 2005

Last Revised: February 1, 2020

Approved: Fire Chief Arjuna George

Purpose: The purpose of this guideline is to ensure that the SSIFR members respond and operate in a safe and efficient operation when dealing with ice or water rescue.

Scope: All Fire Rescue Personnel

Policy: All operators and rescuers must be trained as per Operational Guidelines *Inland Water / Ice Rescue Training*. All attendants shall always wear Personnel Flotation Devices (PFD) while on the water. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

WATER OR ICE RESCUE EMERGENCIES

Incident command shall be established and communicated over the radio.

Any rescue member that enters the hot zone must be tagged in accordance with accountability procedures, assigned by the I/C and outfitted with appropriate PPE and equipment.

The incident commander shall develop an incident action plan considering the following procedures.

Qualified Operators

Only qualified Rescue Boat Operators shall have the authority to operate the rescue boat. All personnel riding in the rescue boat shall be under the direct authority of the rescue boat operator in consideration for personnel safety. Officers on board the rescue boat retain authority over rescue operations.

Personal Protective Equipment (PPE)

All personnel that enter the hazard zone, near or on the surface of the water, must at all-times wear a class 1 auto inflating lifejacket that promotes face up flotation. Any rescuer that is entering the water should wear a class 3 or 5 personal floatation device (PFD), to still allow for maneuverability that is not provided by the class 1 auto inflating lifejacket when inflated. Turnout gear is NOT suitable PPE for any water or ice rescue call. Any personnel on or in the water will wear an approved helmet and suitable footwear. Considerations for cold weather include, a Mustang floater suit (Class 1 life jacket still required), or a cold-water immersion suit.

The incident action plan shall prioritize actions considering the following 5 rescue techniques and effectiveness of each; note that methods 3 through 5 are considered technical rescue operations.

- **Reach:** If possible, reach the victim with whatever means possible (i.e., pike pole, stick, air-charged hose, or ladder). If the victim is too far out in the water to reach for something, move on to next option.
- **Throw:** Throw the victim a throw-rope bag. The victim should grab the rope but not tie it around him/her-self.

If the victim cannot be reached by means of reach or throw, Command should consider waiting for the additional TRT members before committing personnel to the rescue. **The next three options are considered technical high-risk operations that require specialized training and equipment.**

- **Row:** Row is the next rescue operation for consideration. Boat-based operations can be a safe and effective means of rescue with proper training and equipment. If an inflatable or stable boat is not available, move to next option.
- **Go:** Any time a rescuer is placed into the water to effect rescue, it is considered to be a dangerous operation. Rescuers can be at extreme risk. Prior to placing a rescuer in the water, command and the rescuers involved should consider the risk / benefit factor again. If the hazards associated with placing a rescuer in the water are too high, command should consider the next option.
- **Helo:** Call for helicopter or Coast Guard rescue team. This is also considered a high- risk rescue operation. The high-risk factor is minimized by the experience of the air crew and rescue team. If the risk / benefit factor justifies the use of the helicopter or Coast Guard rescue team, there should be no hesitation in contacting them.

TACTICAL CONSIDERATIONS

- Dispatch procedures will be the same as for any technical rescue.
- Due to the potential danger of these types of incidents, it is imperative that the first arriving TRT member or officer coordinates with the I/C and utilizes the incident command system.

PERSONNEL REQUIRMENTS

- All personnel operating the rescue boat must have passed the “Rescue Boat Operators” practical examination provided by the water rescue training program.
- Any rescuer entering the water must be physically fit and have taken an approved water rescue course or training event.
- Any persons going on the ice must have participated in the department’s ice rescue training.
- Ice rescue must be performed with at least 1 rescuer and 1 standby rescuer.
- The rescue boat must have a minimum crew of at least 2 trained personnel.

COMMAND RESPONSIBILITIES

- Command must secure the immediate area and ensure that no more citizens enter the water. Well-intentioned, untrained citizens can quickly become victims.
- Command must identify the problem and decide whether to operate in the rescue mode or call in outside resources.
 - If operating in the rescue (offensive) mode, command should consider all the potential hazards to rescuers and victims. Command should consider the risk / benefit factor. A risk / benefit factor is a subjective decision that weighs the benefits of what can be gained versus what can be lost if the worst happens. **If the benefit is high and the risk to rescuers is low, command should move forward with the**

action plan. If the risk is high to rescuers and the benefit is low, command should discuss with the team and develop an action plan to make a recovery.

- If command is operating in the rescue (offensive) mode, a quick assessment of the hazards associated with the water or ice must be made (i.e., speed, temperature, hydraulics, debris, and possible contamination). If the victim can be seen, command should determine if the victim is in immediate life-threatening danger or is relatively safe and secure for the moment. If the victim is in immediate life-threatening danger, rescue must be quick.

Rescue options will be considered and executed in order from low risk to high risk. 'Reach-Throw-Row-Go-Helo' reflects the proper order of execution to effect the safest rescue.

If a water rescue operation turns into a long technical operation, command should consider expanding the incident command system to include the following:

- **Rescue Group:** Personnel assigned to this group are responsible for developing an action plan with command. Once the action plan has been developed, rescue group will be responsible for executing the plan in the safest possible manner.
- **Logistics:** Command should assign one individual to logistics. Logistics will be responsible for:
 - Securing and assigning any equipment needed for technical rescue operations
 - Retrieving and inventorying any equipment issued for the operation
 - Logging all rope used for the operation on the rope log cards assigned to that rope
- **Medical Division / Group:** Personnel assigned to medical group will be responsible for providing BLS / ALS treatment to victims removed from the water.

This may be staffed with representatives from local EMS.

TERMINATION

Upon completion of the incident, command will verify all personnel are accounted for and all equipment has been returned to its proper place. All documentation of the incident is to be turned over to the I/C.

Any equipment damaged in the rescue must be pulled out of service and placed in a secure area for servicing.

Reference:

- BC Safe Boaters Regulations
- SSIFR Training Branch

Related Guidelines:

Incident Command

Personal Flotation Devices

Inland Water / Ice Rescue Training

Confined Space Rescue OG 2.87.00

Operations



Effective Date: February 18, 2011

Last Revised: December 11, 2017

Approved: Fire Chief Arjuna George

Purpose: To provide guidelines for Department personnel responding to an incident where a confined space rescue may be required. Response to a confined space rescue should be based on safety, efficiency, and the overall safety of Fire Department personnel.

Scope: All Fire Rescue Personnel

Policy: All fire department personnel shall follow the guidelines and procedures below during all phases of the rescue operation when the size-up indicates the rescue involves a confined space.

DEFINITION: A confined space:

- Is large enough and so configured that an employee can bodily enter and perform assigned work and
- Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits that may have limited means of entry) and
- Is not designed for continuous employee occupancy.

Procedure:

- A confined space is defined in WorkSafeBC regulations Part 9. Part 9 includes some spaces as being excluded if certain criteria is met.
- All personnel required to enter a confined space rescue shall be trained in all associated hazards and precautions necessary for their safety, before entering any confined space.
- No personnel shall enter a confined space in which a harmful atmosphere exists or may develop until the nature and quantity of harmful vapors, gases, fumes, mists, dusts and oxygen deficiency have been made and recorded.
- WorkSafeBC Occupational Health & Safety Regulations shall be followed at all confined space rescue operations.
- Command shall be established at all confined space rescue operations.
- Command shall establish a Safety Officer at all confined space rescue incidents.
- All personnel responding to a confined space rescue must wear the appropriate personnel protection equipment.
- The Officer in Charge shall identify Department response limitations.

INCIDENT COMMAND

Incident command remains responsible for all aspects of the rescue scene. The following guidelines are designed to aid in the initial stages of rescue / recovery operations involving a confined space.

- The first-in officer or senior member shall assume responsibilities of incident command.
- Ensure the response of appropriate apparatus and equipment.
- Ensure first-in unit is performing adequate size-up.
- Establish a visible Incident Command Post (ICP) as soon as possible or transfer command (face-to-face).
- The I/C shall:
- Assign staging officer to assemble and log incoming apparatus and personnel.

- Establish site control team (second-in unit if possible).
- Establish and assign a rescue team leader.
- Ensure adequate site access for placement of the rescue equipment near confined space opening.
- Ensure direct access, to the scene, for personnel, 2 - FR teams and BCAS unit. Anticipate requirements for ALS ambulance teams (Helicopter LZ) and notify BCAS based on the information gathered by the first-in officer, medical team and BCAS crew.
- Ensure a medical team (1 of the 2 FR teams) has established a rehab area near the hot zone. Use the buildings' facilities if applicable.
- The I/C shall ensure the following nine (9) aspects are addressed for all confined space operations:
 - The fire department shall assume command and control of any incident involving confined space to ensure public and rescuer safety is maintained.
 - No civilian, employee and / or fire department personnel, who are unauthorized, untrained, or lack the proper specialized rescue equipment needed to perform the rescue, shall be allowed to enter a confined space.
 - The rescue team leader is responsible for all personnel and activities in the hot zone.

Entry into a confined space requires a back-up rescuer for each entrant. This procedure shall be strictly adhered to unless the victim/s are proven alive and at imminent risk and immediate action is necessary to protect life safety. No rescuer shall be allowed to enter without appropriate PPE and back-up. No one shall risk rescuers' lives to recover deceased victims.

All rescuers entering the confined space must have a form of breathing apparatus appropriate for the circumstance and a lifeline attached to a Class III harness. The level of protection for the back-up team(s) must be equal to or exceed that of the primary rescuer(s).

Confined spaces must be monitored prior to entry and continuously during all phases of the rescue.

The following levels are IDLH:

- Oxygen deficiency < 19.5 %
- Oxygen enriched > 23.0 %
- Flammability > 10 % of Lower Explosive Limit (LEL)
- Toxicity shall be any limit whose numerical value exceeds the Permissible Exposure Limit (PEL):
 - Carbon monoxide (CO) > 35 ppm
 - Hydrogen sulfide (H₂S) > 10 ppm
 - If the readings for an oxygen-enriched or flammable atmosphere exist, (explosive atmosphere) all entry teams shall be immediately removed from the space until ventilation reverses the condition.

Where noise levels at a work site exceed the limits, the entrant shall wear hearing protective equipment that complies with the Canadian Standards Association Standard Z94.2-94, Hearing Protectors, and no person shall work where such noise levels exist without wearing that protective equipment.

A confined space rescue requires the I/C to delegate adequate personnel to perform the following 6 operational duties (tasks may be combined in accordance with span of control guidelines, on-scene personnel and complexity of situation).

OPERATIONAL DUTIES AND REPORTING STRUCTURE

- Establish Rescue Team Leader (Rescue)
 - Responsible for coordination of the actual rescue operation and the teams associated with all activity in the 'rescue area'. Reports directly to incident command.
- Establish Site Control
 - Responsible for placement of rescue apparatus, suppression control, isolation / lockout procedures, and lighting systems. Reports directly to rescue.
- Equipment / Rigging
 - Responsible for the establishment of an equipment staging site and the assembly / placement of equipment necessary to perform the rescue. Reports directly to rescue.
- Air Quality / Monitoring
 - Responsible for continuous atmospheric monitoring / ventilation of the confined space, and the monitoring of the rescuer's air supply. Reports directly to rescue.
- Entry Team
 - Responsible for being properly equipped to enter the confined space, including the equipment needed to affect the rescue / recovery. Reports directly to rescue.
- Technical Safety
 - Responsible for observing and checking all technical aspects of the rescue. Reports directly to the I/C, ISO and rescue. Limited manpower may require combining one or more responsibilities.

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities apply to rescue operations:

First-in Unit

- Provide an initial size-up report, via radio, and establish incident command.

Command.

- Once command has been established, the first-in unit crew shall attempt to accomplish the following:

1ST UNIT CREW - UTILIZE 'FIRST-IN UNIT SIZE-UP TEAM TACTICAL WORKSHEET' –.

- Do not allow unauthorized and / or untrained personnel (including fire department personnel) into the confined space.
- Locate and secure the job site foreman, attendant, or entry permit.
- Determine the last seen point and number of victim(s).
- Attempt to establish contact with the victim(s) while remaining outside the confined space. Note: Contact established by fire department personnel must be maintained throughout call.
- Attempt to determine the mechanism of entrapment or nature of illness/trauma to victim.
- Attempt to ventilate the confined space, if an energy source is available, using positive pressure techniques. Use of electrically powered ventilation units is required for all Confined Space (CS) incidents.
- Determine if victim(s) are wearing protective clothing and / or respiratory equipment.
- Determine the air source for the victim's respiratory protection.
- Obtain the workers' atmospheric test results.
- Determine what atmospheric conditions might exist given the configuration of the space.
- Determine electrical, mechanical and chemical hazards in the space.
- Determine if the workers performed any hazard control precautions.
- Determine the number and location of access points into the space.
- Determine the type of work being done in the space.
- Determine what is normally stored in the space.

SITE CONTROL

- Second-in Unit or as Assigned by Incident Command
- The unit assigned to site control shall attempt to accomplish the following:
- Establish and secure a perimeter (hot zone), with safety tape, a minimum of 15' x 15' around the confined space.
- Ensure that all unnecessary personnel remain outside the perimeter.
- Request incident command to delegate team or request RCMP to assist with control of perimeter and the rerouting or stopping of traffic.
- Ensure site access for technical rescue vehicles and BCAS.
- Keep / relocate spectators and unnecessary personnel and apparatus, a minimum of 100' away from the hot zone.
- Determine wind direction and consider its effect on vehicle exhaust travel.
- Shut down all devices capable of causing adverse changes in the atmospheric conditions near the confined space.
- Ensure fire extinguisher and / or hose line protection when potentially flammable atmospheric conditions exist.
- Ensure elimination of potential ignition sources.
- Perform lock out / tag out procedures to ensure the zero-mechanical state of all systems (electrical, pneumatic, hydraulic, gravity, stored, etc.).
- If positive lock out control is not possible, a guard shall be posted at the controls to ensure a zero-mechanical state.
- If possible, utilize on-scene workers to assist with lock out procedures.
- Ensure adequate exterior lighting.
- Non-intrinsically safe exterior lighting must be out of the vapor area and / or path of by-product being expelled from the confined space.

Reference:

- WorkSafeBC Part 9
- NFPA 1852 Standard on Selection, Care, and maintenance of Open Circuit SCBA.
- NFPA 1001 Standard for Firefighter Professional Qualifications
- NFPA 1404 Standard for Fire Service Respiratory Protection Training
- SSIFR Respiratory Protection Program
- Salt Spring Fire Rescue Joint Health and Safety Committee
- Occupational Health and Safety Regulations WorkSafe BC

Related Guidelines:

Lock Out Procedures
Personal Protective Equipment
Air Management
Carbon Monoxide Incidents
Gas Detector Use
Firefighter Rehab

Building Collapse Response OG 2.88.00

Operations



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy:

Procedure: Under-Development

Reference:

Related Guidelines:

Response for 'Wait For Police' Incidents OG 2.89.00 Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure the safety of personnel responding to incidents where potential for violence exists. Protocol for "Wait for Police Calls".

Scope: All Fire Rescue Personnel

Policy: Fire crews unless otherwise directed. Fire Officers should assess scene safety based on the information available from as many sources as possible. Typically, several sources of information are available for the Fire Officer to utilize in determining scene safety. SSIFR shall respond "emergency" to all wait for police incidents, unless information provided to the Officer in Charge determines a routine response is more appropriate.

Fire crews will not respond into incidents involving known violence prior to police securing the scene.

Procedure:

Units dispatched to "Wait for Police Calls" are to respond emergency unless directed otherwise. The Officer shall request further information from Dispatch on the nature of the incident while on route.

A second page shall be initiated to alert all responders of the "Wait for Police" notification.

By the nature of some incidents, it should be clear to wait for RCMP to advise SSIFR the scene is safe for First Responders. Incidents such as, but not limited to;

- Stabbings, gunshot wounds (GSW), assaults with other weapons
- ERT (Emergency Response Team) or calls for hostage situations or barricaded suspects
- Suicide threats/attempts with threat of weapons or suspected violence
- Violent overdose patients or violent mental health patients
- Whereabouts of the assailant may be unknown or could return creating a potentially dangerous scene

Arriving units should turn off warning lights and sirens before approaching the staging area. The Officer in charge is responsible to stage apparatus in a safe location and report to Fire Dispatch that they are "Level 1" staged.

Once apparatus is staged the officer may decide to wait or investigate further based on information received.

Notification of an "All Clear", must come from the Police, preferable via a Face to Face communication. Only approach the incident scene when police personnel have confirmed that the scene is safe.

After RCMP have called an “All Clear” and if the Officer in Charge (OIC) feels further investigation is needed for safety reasons a drive-by may be performed of the location before dismounting the apparatus. Once a drive by has been performed and the officer feels that it is safe for their crew to enter the scene they may do so and inform dispatch of their intent.

Firefighters shall make every attempt to conduct themselves in a matter that will not escalate violent or potentially violent situations.

Potential for Violence Discovered after Arrival

On arrival at the scene, the Officer in Charge will assess the situation. Upon determining a potentially violent situation exists, the Officer in Charge will immediately withdraw all department personnel from the scene to a safe distance. Emergency traffic should be broadcasted if necessary. Personnel will not re-enter the scene until secured by the police.

Reference:

Related Guidelines:

- Situational Awareness
- Duty Officer Response
- 10 Minute Timer
- Staging
- Arriving in Personal Vehicle
- Incident Command
- Request for Police Incidents
- Incident Violence
- Active Shooter

Request for RCMP Assistance OG 2.89.01

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure that RCMP dispatchers are able to establish a correct priority for calls and that responders are informed of the reason for their response.

Scope: All Fire Rescue Personnel

Policy: Fire personnel who request a RCMP response must provide Fire Dispatch with the reason for the request.

Procedure:

Members must clearly and specifically identify what the RCMP are required for:

- Dangerous situation
- Member in trouble
- Possible sudden death
- Definite arson
- Suspicious fire

If the purpose is not defined, then the member shall make their request over radio by verbalizing the situation at hand: (Examples)

- Stabbing
- Assault in progress
- Person with gun
- Hanging
- Impaired driver
- Traffic control
- Crowd control

Reference:

Related Guidelines:

Situational Awareness
10 Minute Timer

Incident Violence OG 2.89.02

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure the safety of personnel responding to incidents where the potential for violence exists. In order to ensure we meet our mission, to make sure everyone goes home, every day, this guideline provides strategies on those handling violent situations.

Scope: All Fire Rescue Personnel

Policy: If known violence exists at an incident, Dispatch will advise responding personnel. Fire crews will not respond into incidents involving violence prior to police securing the scene. Dispatch will ensure that Police have been advised and are responding.

Procedure:

Potential Violence Known Before Arrival

- Where a potential for violence exist at an incident personnel will not approach the scene of the incident until the area has been secured by the Police. Apparatus and responding personnel will stage at least one block from the scene.
- Dispatch will advise responding personnel that potential violence exists.
- Dispatch will ensure that Police have been advised and are responding.
- No single member shall respond to known incidents of violence alone.

Potential Violence Discovered After Arrival

- On arrival at the scene, the Officer will assess the situation. Upon determining that a potentially violent situation exists, the officer in charge will immediately withdraw all department personnel from the scene to a safe distance. Personnel will not re-enter the scene until secured by the Police.
- Only approach the scene once Police have confirmed that the scene is safe. Face to Face communications with Police is preferred.
- Request Fire Dispatch to activate the 10-minute timer.
- It shall be the responsibility of all members to conduct themselves in a manner that will not escalate violent or potentially violent situations.
- A dynamic risk management process is needed for dealing with violent situations. With incidents where there is a threat of, or actual violence, it must be remembered that a judgment is required to ensure that risks to personnel are not out of proportion to the benefits to be gained from achieving a given task.

Crowd Control

- SSIFR personnel and equipment will not be used for crowd control in potentially violent situations. Requests by Police or other agencies to direct fire streams at crowds or use fire equipment or personnel to obstruct crowds in these circumstances will be declined.
- SSIFR personnel should not be used for physical restraint of any patient(s).

Fire Control

- Small fires that are not in danger of spreading to structures or threaten lives shall only be extinguished without increasing the threat of violence to responders.
- Working fires in structures will not be attacked aggressively if a large number of violent individuals are present and unwilling to allow access to Fire Department members.
- In areas with active large-scale disturbances, fire suppression activities shall be of a primarily defensive nature.
- If violence is directed at Fire Department members, if possible, immediately withdraw from the area where violence is occurring. If withdrawal is not possible, activate the emergency button on the portable radio.

Reference:

Related Guidelines:

Situational Awareness
Duty Officer Response
10 Minute Timer

Emergency Support Services OG 2.90.00

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide a source of disaster assistance for one (1) or more people (occupants) who are identified as needing assistance.

Scope: All Fire Rescue Personnel

Policy: Emergency Support Services (ESS) is a program under the Provincial Emergency Program. ESS provides for basic services required by people who are forced from their homes by disasters. These essential services include food, clothing, lodging, personal services, and other specialized services.

Procedure:

After a Fire, related incident Fire Dispatch will contact the Incident Commander after thirty (30) minutes asking if IC requires ESS to attend the incident.

ESS can be requested at any time from the Incident Command if it meets the requirements for aide. The Incident Commander may contact ESS directly or request Fire Dispatch to notify them.

The Incident Commander may provide ESS with some basic information such as, location of incident, nature of incident, number of people impacted, and aide that you expect will be needed.

The Incident commander must determine if there is a loss of life, if so notify RCMP for victim services, and the Fire Chief.

To request Emergency Support Services (ESS):

- Call or Text the SSIEP Duty Officer (See Internal Emergency Contact List)
- Or via 24/7 monitored Page out with Pager code 207 via Fire Dispatch.

Reference:

- Emergency Management BC

Related Guidelines:

Situational Awareness
Duty Officer Response
10 Minute Timer
Fire Chief Notification

Pyrotechnics Display OG 2.91.00

Operations



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy:

Procedure: Under-Development

Reference:

- SSIFR Operational Guidelines

Related Guidelines:

Post Incident Reviews OG 2.92.00

Operations



Effective Date: February 18, 2011

Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose:

- To provide knowledge into some of the important steps that must be addressed after a fire or other large event occurs. Also known as After-Action Reviews (AAR)
- Post Incident Reviews shall be provided as soon as possible if an incident requires further review on strategies, tactics, and operations. The purpose of the reviews is to allow all members an opportunity to learn from the incidents and improve their knowledge of operations. Post Incident Reviews also assist in development and improvement of SSIFR Operational Guidelines as needed.

Scope: All Fire Rescue Personnel

Policy: Important steps to be addressed after firefighting activities relating to a structural fire, Wildland, vessel or automobile. The guiding principle in support of post-incident review is constructive change that furthers Firefighter/Officer education and safety in Fire Rescue Operations.

Procedure:

- After a fire involving a structure of any type the CRD Building Inspection office shall be notified as soon as possible.
- If a vehicle / vessel has been involved in a fire the RCMP shall be notified of the details.
- Notify the affected Water Works districts of the estimated volume of water used if excessive.
- Contact the insurance company that had the fire as soon as possible.
- Contact ESS if required to assist with the welfare of the victims.
- An Incident report shall be fully completed with personnel and incident details.
- A Press Release shall be published if required for incident.
- A Fire Investigation shall be performed on all fires that the SSIFR takes action on.
- A Fire Investigation report shall be completed and placed on the incident file.
An Office of the Fire Commissioner (OFC) fire report shall be completed and submitted to the OFC.
- The SSIFR Management, Operations and Training Branch may schedule a Post Incident Review following any incident that proves to be useful for improving our services and providing better safety for the personnel.
- Any member may make a request to their Officer, for a post-incident review, following any incident. The member requesting the post-incident review shall provide a rationale how a post-incident review will further the SSIFR education and safety.
- Upon request of a post-incident review, the Fire Chief shall act as or appoint a *facilitator*, who in consultation with the applicant shall establish a review date, time and location for the post-incident review. The Fire chief or Facilitator shall publicize the post-incident review by means of memo, telephone or e-mail.

- The Post Incident Review shall be a structured review covering the strategies, tactics, and operational guidelines that relate to the incident.
- Unless otherwise specified, attendance at a post-incident review shall be voluntary.
- New Operational Guidelines or recommendations shall be the only record of the post-incident review. No other minutes or recordings of the post-incident review shall be created unless requested by the Fire Chief.

Reference:

- Salt Spring Fire Rescue Joint Health and Safety Committee
- Occupational Health and Safety Regulations WorkSafe BC SSIFR Training Branch
- Critical Incident Stress Program (CISM)

Related Guidelines:

Fire Watch Detail

Office of the Fire Commissioner

Incident and Training Recording

Aircraft Fires and Crashes OG 2.93.00

Operations



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish an aircraft crash and fire response protocol

Scope: All Fire Rescue Personnel

Policy: Fire Service operations involving an aircraft crash or fire will be conducted under the authority of the RCMP, Coroner and Transport Canada. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Incident Command of their actions.

Procedure:

Dispatch: Acquire as much information as possible concerning nature of the emergency, aircraft type and size, company, location, and dangerous cargo. All incidents involving aircraft accidents or crashes are to be reported immediately to Transport Canada 666-5816 (24 hr.)

Action Plan - Aircraft accidents may involve single seat to large commercial aircraft and may occur in a populated or unpopulated area. Accidents may be non-survivable (mid-air collisions or uncontrolled drops) or survivable (emergency landing with airframe relatively intact). Fire, smoke and unburned fuel may or may not be present. The Incident Commander's action plan must consider the problems presented by aircraft size, aircraft type, location, survivability (risk/benefit), presence or absence of fire-smoke-fuel.

Protective Clothing - Personnel responding to an aircraft crash must wear full protective equipment; including SCBA when fuel, smoke or fire are present or probable. Universal first aid precautions shall be utilized when treating patients.

Vehicle Position – the first arriving Officer must establish command and provide an initial report. If possible, vehicles are staged upwind to limit exposure to fumes, smoke, and heat. If this is not possible, units should stage at a distance to reduce exposure.

Approach Techniques – If an approach to the aircraft is required for rescue or fire suppression: Work from an upwind position to limit exposure to smoke and fire and to help carry extinguishing agents to the fire.

If fuel is present, establish and maintain an access and rescue path to the fuselage using foam. Avoid breaking a foam blanket. Use a pattern of 30° with a fog nozzle (or water); foam applicator nozzle should be used. Give immediate consideration for more class B foam if supplies at the scene are not adequate. Evacuate mobile survivors first.

Preservation of Evidence:

Items to be protected include human remains, personal belongings and luggage, mail, cargo,

electronic flight and voice recorders. Items are not to be moved unless it is essential for rescue and victim survival.

The location of items that may be of interest to the investigating authority may be marked using pieces of barrier tape.

Reference:

Related Guidelines:

Health and Safety (3.00-3.99)

Occupational Health-Safety OG 3.00.00

Health and Safety



Effective Date: February 19, 2019

Last Revised: June 14 2020

Approved: Fire Chief Arjuna George

Purpose: To provide a safe and healthy workplace and working conditions, and to promote a positive attitude towards health and safety within the Salt Spring Fire Rescue. To require all personnel to follow safe work practices for designated job duties.

Scope: All Fire Rescue Personnel

Policy: All Fire Rescue Personnel shall be familiar with and carry out their responsibilities specified in the Salt Spring Fire Rescue Health and Safety Program.

Procedure: All elements of the Salt Spring Fire Rescue Health and Safety Program including all forms and documents encompassed within and as adopted by the Salt Spring Fire Rescue becomes part of Operational Guidelines.

Reference:

- Salt Spring Fire Rescue Joint Health and Safety Committee
- Occupational Health and Safety Regulations WorkSafe BC
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Occupational Health and Safety Committee

Worksite Safety

Firefighter Near Miss Program

Workplace Hazardous Materials

Supervision of Workers

Safety Inspections

New Equipment or Procedures

Investigation of Accidents and Diseases

Hearing Tests

Health and Safety at Fire Investigations

First Aid Services

Accident Reporting

Monitoring Workplace Exposures

Occupational Health and Safety Committee OG 3.00.01

Health and Safety



Effective Date: February 18, 2010

Last Revised: December 11, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish a Joint Health and Safety Committee (J.H.S.C) for the Salt Spring Fire Rescue made up of worker and employer representatives in a cooperative spirit to identify and resolve safety and health problems in support of a planned occupational health and safety program.

Scope: All Fire Rescue Personnel

Policy: A Joint Health and Safety Committee (J.H.S.C) shall be formed with a combination of SSIFR Management, Union, and Volunteer Paid-on-Call firefighters. The Joint Health and Safety Committee shall be established in compliance with the SSIFR Occupational Health and Safety Program.

Procedure:

- The committee shall meet at a minimum of once per month. The minutes shall be posted from each meeting in the Fire Station visible to all personnel.
- Special meetings, if required, will be held at the call of the chairperson.
- A quorum shall consist of at least four members, of which at least two are worker representatives, providing at least half of those present are worker representatives.
- An agenda will be prepared by the District under direction from the co-chairs and distributed to members prior to the meeting.
- Agenda items are to be submitted to the Department CAO at least one week prior to the meeting for inclusion on that month's agenda.
- A recording secretary shall be assigned to record the proceedings of the committee in a form acceptable to WorkSafeBC.
- Minutes will be prepared as soon as possible after the meeting and will be made available to the employer, workers, and WorkSafeBC.
- The terms of reference for the J.H.S.C are contained in the SSIFR Occupational Health and Safety Program. All meeting minutes and action notes shall be kept on file.
- If the committee fails to reach a majority decision on an issue, either the worker members or the management members may place the issue before the Health and Safety Advisor for resolution. Alternately, either co-chair may request that WorkSafeBC investigate and resolve the issue.
- All noted safety concerns must be accompanied with the following:
 - Actions Taken (to remedy safety concern)
 - Resolution Date with the resolution. (Posted date and solutions) to provide valuable data for preventing future safety concerns.
- Membership shall be reviewed yearly, and an annual election of a chair and co-chair
- Members shall be provided the opportunity to attend eight hours of Health and Safety continuing education per year.
- Members shall be offered the basic Health and Safety Committee training as regulated by WorkSafeBC.
- Meeting minutes shall be forwarded to the SSIFPD CAO and SSIFPR board for awareness.

Duties and Functions of the Committee:

Make recommendations for the establishment and enforcement of Health and Safety policies and practices.

- Participate in the identification of dangers to Health and Safety in places of employment and recommend means of controlling the dangers.
- Obtain information from the employer and from such other sources as necessary regarding the identification of existing or potential dangers to Health and Safety at the place of employment.
- Advise on and promote Health and Safety programs for the education and information of the employer and employees,
- Receive, consider and where necessary, investigate, complaints respecting Health and Safety of employees at the place of employment, and where necessary make recommendations to the employer.
- Maintain records regarding the complaints received and the resolution of those complaints,
- Where applicable review the information resulting from monitoring and measuring procedures, and where necessary make recommendations to the employer,
- Ensure inspections at places of employment take place concerning the Health and Safety of workers.
- Perform other duties and functions prescribed by regulation.

Reference:

- Salt Spring Rescue Health and Safety Program
- Occupational Health and Safety Regulations WorkSafeBC
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
-

Related Guidelines:

Near Miss Reporting

BLANK OG 3.00.02

Health and Safety



Effective Date:

Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy: xx

Procedure: xx

Reference:

- Salt Spring Rescue Health and Safety Program
- Occupational Health and Safety Regulations WorkSafe BC
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
- SSIFR Firefighter Near Miss Program

Related Guidelines:

Health and Wellness Program OG 3.01.00

Health and Safety



Effective Date: February 18, 2010 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish a procedure and program for promoting and supporting physical and mental health of our SSIFR personnel.

Scope: All Fire Rescue Personnel

Policy: The SSIFR personnel shall comply with the requirements in the SSIFR Health and Safety program, and the SSIFR Health and Wellness Program

Procedure:

- The requirements of the SSIFR Occupational Health and Safety Program are adopted as part of the Operational Guidelines.
- SSIFR provides the tools, and support to building a healthy environment, and promoting healthy living for our SSIFR personnel.
- The program of the SSIFR Health and Wellness program are adopted as part of the Operational Guidelines.

Reference:

- Salt Spring Island Fire/Rescue Health and Safety Program
- SSIFR Health and Wellness Program
- Occupational Health and Safety Regulations WorkSafe BC
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Firefighter Physical Fitness OG 3.01.05

Health and Safety



Effective Date: July 16, 2002

Last Revised: February 18, 2010

Approved: Fire Chief Arjuna George

Purpose: To provide encouragement, and support to the physical fitness of all members and support personnel.

Scope: All Fire Rescue Personnel

Policy: Under-Development

To ensure all Firefighters and Support personnel understand the value and importance of a positive physical fitness program to reduce firefighter injuries and increase health.

Procedure:

The goal of SSIFR is to encourage all firefighters to achieve and maintain a high level of health and physical fitness. The department will support this goal by allowing physical fitness training during work shift within the following guidelines.

- Physical fitness training must not interfere or delay emergency response
- Physical fitness training is to be approved by your Officer on shift
- Physical fitness does not replace regular fire/rescue training
- Firefighters are to ensure they are not fatigued from physical fitness where it could hamper their duties as a firefighter.

Reference:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
- NFPA 1583 Standard on Health-Related Fitness Programs for Fire Department Members.

Related Guidelines:

Health and Wellness Program

Smoking OG 3.02.00

Health and Safety



Effective Date: May 30, 2018 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To meet the requirements of WorkSafeBC and provide a smoke and vape free healthy atmosphere in the workplace for all members.

Scope: All Fire Rescue Personnel

Policy: SSIFR is a “NO SMOKING” “NO VAPE” area.

Procedure:

- Smoking / Vaping is prohibited in the workplace. The term “Workplace” is defined by WorkSafeBC as “Any place where a worker is or is likely to be engaged any work and includes any vessel, vehicle, or mobile equipment used by a worker in work”
- As per CRD Smoking Bylaw, smoking is prohibited 7m from any door, window, or air intake to buildings.
- Emergency Incident sites are part of the SSIFR workplace.
- Smoking during outside drills is prohibited.
- While in SSIFR uniform smoking during public events should be done discreetly.
- Smoking is restricted to outside designated areas only.
- Smokers are expected to bear in mind the health of non-smokers and to assist in maintain a smoke-free atmosphere.
- Smoking during breaks at outside drills is permitted provided the smoke does not enter the outside drill area that has been designated by the person conducting the outside drill. Cigarette butts should be picked up and any refuse from smoking should be removed from the workplace.
- Salt Spring Island Fire Rescue provides help and assistance to quit smoking through the organizations EFAP program.

Reference:

- CRD Bylaw No 3962 “Promote Clean Air by Regulating Environmental Tobacco Smoke”
- Drug and Alcohol Policy
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
-

Related Guidelines:



Worksite Safety OG 3.03.00

Health and Safety

Effective Date: July 16, 2002 Last Revised: May 7, 2015

Approved: Fire Chief Arjuna George

Purpose: To inform personnel of the dedication and commitment in providing the membership with a safe and healthy working environment while working under the rules and regulations of the WorkSafeBC.

Scope: All Fire Rescue Personnel

Policy: The employer must ensure that the employees are made aware of all known or reasonably foreseeable health and safety hazards that they may be exposed to at work. The employer shall provide Operational Guidelines and training in order to assist personnel in applying safe work practices.

Every supervisor shall ensure that the workers under his/her direct supervision are made aware of all health and safety hazards. Each worker must take responsibility to ensure they are following all health and safety procedures.

Procedure:

- Officers are to ensure that personnel have read, understood and follow the SSIFR Operational Guidelines and that a copy is accessible for reference.
- A worker must report any unsafe work practice or environment directly to his/her supervisor or the Joint Health and Safety Committee.
- Unsafe equipment shall follow the lock out procedures. (OG 2.42.00 - Lock out Procedures).
- All workers must be trained on new equipment prior to the equipment going into service to ensure worker safety.
- All workers of the SSIFR have the right to know the WorkSafeBC Regulations and receive proper training prior to being assigned new tasks.
- All members must be aware of the “Right to Know” program through Worksafe BC.
- Four Employee Rights are:
 - The right to know
 - The right to participate
 - The right to refuse unsafe work
 - The right to no discrimination

Reference:

- Salt Spring Fire Rescue Joint Health and Safety Committee
- Occupational Health and Safety Regulations WorkSafe BC
- SSIFR Operational Guidelines
- WorkSafeBC “The Right to Refuse Unsafe Work” Guide



The right to refuse unsafe work

If a worker has reasonable cause to believe that to carry out any work process would create an undue hazard to the health and safety of any person, he/she has the right to refuse to take such action.

Under such circumstances, the following order of actions must take place:

1. The worker must immediately report the circumstances of the unsafe condition or matter to the supervisor or employer.

The supervisor or employer receiving the report must investigate the matter and

- Ensure that any unsafe condition is remedied
or
- If in his/her opinion the report is not valid, must so inform the person who made the report

2. If this does not resolve the matter, and the worker continues to refuse to carry out a work process, the supervisor or employer must further investigate the matter. This investigation must be carried out in the presence of the worker who made the report and in the presence of

- A worker representative of the joint health and safety committee
or
- A worker who is selected by a trade union representing the worker
or
- If there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker who made the report

3. If this does not resolve the matter, and the worker continues to refuse to carry out a work process, both the supervisor or employer and the worker must immediately notify a WorkSafeBC officer, who will investigate the matter and take whatever actions are necessary.



No worker is to be disciplined for acting in compliance with these steps. Temporary assignment to alternative work at no loss in pay to the worker until the matter is resolved is not considered to be disciplinary action.

Project: _____ Address: _____

Employer: _____ Supervisor: _____

Date: _____ Time: _____ Shift: _____

Number in crew: _____ Number attending: _____

Other safety issues or suggestions made by crew members:

Record of those attending:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Manager's remarks: _____

Manager: _____ Supervisor: _____

(signature)

(signature)



WORKING TO MAKE A DIFFERENCE
worksafebc.com

Related Guidelines:

New Equipment or procedures

Lock Out Procedures

Supervision of workers

Supervision of Workers OG 3.04.00

Health and Safety



Effective Date: February 18, 2010 Last Revised: November 27, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish that all SSIFR members are supervised in accordance with all WorkSafeBC requirements.

Scope: All Fire Rescue Personnel

Policy:

Supervision shall be provided during station activities, training, non-emergency and emergency situations. Officer shall supervise fire fighters in accordance with all applicable standards and regulations. Officers shall ensure the safety of all workers under their direct supervision.

Procedure:

- The immediate supervisor shall give guidance periodically or when required for all activities to ensure that the “best practices” as outlined in WorkSafeBC, SSIFR policy and or application fire department standards and/or training practices in order to ensure the safety of workers under supervision.
- Training activities shall be conducted with the appropriate ratio of instructors and students to ensure all activities are safe.
- All non-emergency and emergency situations shall be conducted by following the SSIFR Operational Guidelines.
- All members have the right to know their responsibilities as workers and the responsibilities of the supervisors.
- All personnel shall be supervised and trained on new equipment and procedures as per the SSIFR OGs and the WorkSafe “**Right to Know**” Program.

Reference:

- Salt Spring Rescue Health and Safety Program
- Salt Spring Fire Rescue Joint Health and Safety Committee
- Occupational Health and Safety Regulations WorkSafeBC
- SSIFR Operational Guidelines
- Right to Know
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

New Equipment or Procedures
Worksite Safety

Near Miss Reporting OG 3.05.00

Health and Safety



Effective Date: February 18, 2010

Last Revised: November 27, 2017

Approved: Fire Chief Arjuna George

Purpose: A near-miss is defined as an unintentional unsafe occurrence that could have resulted in an injury, fatality, or property damage. Only a fortunate break in the chain of events prevented an injury, fatality, or damage.

Scope: All Fire Rescue Personnel

Policy: It is the responsibility of each member to continually find methods to improve our firefighter's safety by documenting firefighter near misses for all to learn from.

Procedure:

NEAR MISS INCIDENT REPORTING SYSTEM

Person reporting the Near Miss:

1. Identify the Near Miss by completing a **NEAR MISS REPORT FORM**.
2. Forward the **NEAR MISS REPORT FORM** to your Officer in Charge or Fire Chief

Person receiving the *Near Miss Report Form* will:

1. Ensure that the member(s) involved are aware and offered assistance as required. If medical assistance is required, notify management and complete the following forms:
 - WorkSafeBC Form 6A Worker's Report of Injury or Occupational Disease to Employer
 - WorkSafeBC - Incident Investigation Report – Report 3 R15/07
 - WorkSafeBC – Incident Investigation Report 2 – Interim Corrective Action Report R15/07
2. Ensure that all necessary actions have been taken to mitigate or eliminate the cause of the Near Miss situation as listed on the ***WSBC Incident Investigation Report 2 – Interim Corrective Action Report***.
3. Complete the information on the second page of the Salt Spring Island Fire Rescue Near Miss Report Form.
4. Assign the incident tracking number and record it in the ***Incident Reporting*** binder and on the ***Near Miss Form***. Write the ***SSIFR Dispatch Incident Number*** on the ***Near Miss Report***.
5. Forward all the reports to the Fire Chief.

All documentation will be reviewed and if necessary, action taken by the Fire Chief or delegate.

1. Ensure that the member(s) involved in the incident have are safe and if required have access to the ***Employee Assistance Programme***.
2. Ensure that all necessary actions have been taken to mitigate or eliminate the cause of the **Near Miss** situation.

3. Ensure that the **NEAR MISS REPORT FORM** is complete, an incident number has been assigned.
4. Provide any comments required and confidentiality of the **NEAR MISS REPORT** is protected.
5. Complete WorkSafeBC – Employer’s Report of Injury or Occupational Disease – Form 7 (within 3 days of the incident).
6. The **NEAR MISS REPORT FORM** is forwarded to the monthly Safety Committee Meeting for review and recommendation if required. (Fire Chief will ensure all confidential information is removed from the form(s)).

The Safety Committee:

1. Is responsible for reviewing the **NEAR MISS REPORT FORM**.
2. Discuss the incident and look for any safety issues that can be improved and make recommendations.
3. Deem the incident – Preventable or Not Preventable.
4. Forward the recommendations back to the Fire Chief for review.
5. Document the recommendations in the **Near Miss Binder**.

The Fire Chief:

1. Then reviews the recommendations from the Safety Committee and if appropriate will initiate the recommendations.
2. Report back to the person(s) filing the **NEAR MISS REPORT** the results of the investigation and recommendations.
3. Report the monthly **NEAR MISS** statistics to the Chief Administrative Officer.
4. Keep copies of all reports filed in a confidential manner.

Reference:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Accident Reporting
Exposure Documentation

Accident & Injury Investigation & Reporting OG 3.05.01

Health and Safety



Effective Date: July 15, 2002

Last Revised: February 2, 2020

Approved: Fire Chief Arjuna George

Purpose: To establish a policy whereby all reportable accidents or injuries are immediately reported to the appropriate agencies and investigated fully.

Scope: All Fire Rescue Personnel

Policy: All incidents where an injury has occurred to SSIFR personnel, or damage has been incurred to a fire service vehicle/property/equipment, or private vehicle/property, shall be reported immediately to your supervising Officer or Duty Officer.

An **Accident Report** form is to be completed as soon as possible after the incident and forwarded to the Fire Chief.

Procedure:

Any accident that involves a workplace injury must be reported to the Fire Chief (or designate) as soon as possible – after care and treatment has been provided to the employee.

The Officer and / or Duty Officer shall report the following incidents immediately to the Fire Chief or designate:

- Injuries to SSIFR personnel,
- Injuries to members of the public,
- Severe damage to equipment involved in the incident

Injury Investigation and Reporting Process

- If a SSIFR employee is injured, appropriate medical aid and transport will be provided, and all the WorkSafeBC Reports shall be documented.
- All accidents must be reported on the WSBC Form 6A-Workers Report of Injury or Occupational Disease to Employer. An exposure (if required) may be reported on the WorkSafeBC website <http://www.worksafebc.com/forms/assets/PDF/41M1.pdf>
- A formal investigation will be conducted by assigned members of the Occupational Joint Health and Wellness Committee. All findings, root causes and a corrective action plan to be submitted to the Fire Chief within 30 days maximum.

The Forms required:

FORM	PERSON COMPLETING THE FORM
WSBC – First Aid Record	Person providing first aid
WSBC Form 6A – Worker's Report of Injury or Occupational Disease to Employer	Injured employee (if required with assistance of an Officer)
FORM	PERSON COMPLETING THE FORM

WSBS Form 7	Officer, OHS member, Fire Chief
WSBC Incident Investigation Report 3 – Full Report	Officer, OHS member, Fire Chief
WSBS Employer Incident Investigation Report (EIIR)	Fire Chief, OHS member
WSBC Incident Investigation Report 4 – Full Corrective Action Report	Fire Chief, OHS member

Accident Investigation and Reporting Process

- Guidelines and decision-making process requiring a full investigation are:
 - Estimated damage greater than \$750.
 - A damaged vehicle that cannot be transported under its own power
 - The member-driver receives a traffic violation
 - Injuries that require medical treatment
 - Incidents that result in significant property damage
 - Any other accident at the discretion of the Officer in Charge.
- An accident report form shall be filled out completely, immediately following the incident (within 24 Hours). The officer responsible will ensure that the information is complete on the Accident Report and forward the report to the Fire Chief. If appropriate, the Fire Chief will assign a member from SSIFR Joint Health and Safety Committee to assist with the accident documentation and the post-incident investigation.
- Target completion date depending on complexity is seven days detailing the root causes of the accident, and a corrective action plan that will help prevent similar occurrences in the future.
- The driver of the vehicle must provide a verbal report to their Officer as soon as feasible. Failure to notify will result in discipline.
- If the incident occurs during a response, consideration must be given to completing the response, but it is not a requirement. Normal information exchange must occur between SSIFR personnel and the affected public.
- Immediately after the incident (as soon as possible) the driver of the vehicle will be suspended from driving apparatus until such time as the accident receives a preliminary investigation and a decision is made to allow or disallow driving.
- The driver of the vehicle involved in the incident must complete a written report within 10 hours of the incident and submit it to the Officer in Charge.

Reference:

- SSIFR Operational Guidelines
- Occupational Health and Safety Regulations WorkSafe BC
- BC Motor Vehicle Act (MVA)
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Fire Chief Notification

Exposure Documentation OG 3.05.02

Health and Safety



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide guidance for all members on the importance of exposure documentation and how to complete the appropriate forms and reports.

Scope: All Fire Rescue Personnel

Policy: All members are encouraged to report exposure incidents to WorkSafe BC through the online fillable PDF.

Procedure:

- After an exposure incident (i.e. structure wildland, vehicle fires, medical, hazmat, other incidents where harmful exposures may have occurred employees are strongly encouraged to report the exposure incident to WorkSafeBC – Exposure Registry Program online.
- Exposure reporting is critical to forming a history of exposures over time.
- If the Exposure results in first aid assistance, a medical visit to your doctor, hospital, or loss from work, the appropriate WorkSafeBC forms shall be completed and forwarded as per SSIFR OG # 3.03.04.
- Due to the latency and long period of exposure required for the onset of some occupational diseases, WorkSafeBC has created this exposure registry as a way for workers, employers, and others to register a worker's exposure to a harmful substance or agent or work. The online Exposure Registry Program can be accessed at:

<http://www.worksafebc.com/forms/assets/PDF/41M1.pdf>

Exposure Registry Program

If you have any questions regarding the completion of this form, please contact Prevention Support Services — Prevention Records at 604 276-3231.

Have you been exposed to a harmful substance or agent at work?

If you have, you may be entitled to compensation as set out under section 6 of the *Workers Compensation Act* if you develop an occupational disease due to the exposure — now or in the future.

Due to the latency and long period of exposure required for the onset of some occupational diseases, WorkSafeBC has created this new exposure registry as a way for workers, employers, and others to register a worker's exposure to a harmful substance or agent at work. The information obtained through the registry will be kept as a permanent record of a worker's exposure.

If your exposure has resulted in medical treatment or time loss from work, please complete an application for compensation

Phone 1 888 WORKERS (1 888 967-5377) or #5377 for TELUS, Rogers, and Bell mobility customers, Monday to Friday, 8 a.m. to 4 p.m. PST

To report a serious incident or fatality

Phone 1 888 621-SAFE (7233) Monday to Friday, 8 a.m. to 4 p.m. PST, or toll-free 1 866 WCB-HELP (922-4357) after hours.

I understand the information on this form is collected, used, and disclosed under the authority of the *Workers Compensation Act* and the *Freedom of Information and Protection of Privacy Act*. I acknowledge that WorkSafeBC may disclose this information to the worker, the employer, or their respective representatives, or to others in accordance with the *Workers Compensation Act* and the *Freedom of Information and Protection of Privacy Act*.

select
one



Person submitting information*

Worker ☐

Employer ☐

Other ☐

* Indicates a
mandatory field.



Next

Reference:

- Online WorkSafeBC Exposure Report
<http://www.worksafebc.com/forms/assets/PDF/41M1.pdf>

Related Guidelines:

Use of Fire Dept Decontamination Saunas OG 3.06.00

Health and Safety



Effective Date: August 1, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish safe procedures for using the Fire Department Detoxification saunas.

Scope: All Fire Rescue Personnel

Policy: SSIFR Detoxification saunas are provided to the firefighters as part of our Health and Safety Program for Cancer Prevention. Firefighters involved in recent firefighting activities shall be given priority before other members.

Procedure:

SSIFR provides infrared Detoxification Saunas for our member's health and wellness. The following procedures and safety precautions shall be followed. The chamber contains medical grade heaters which when combined with mild exercise, should coax a quick and profuse sweat without raising the core body temperature. All instructions and safety information shall be posted on Saunas.

While the device is available to all members, priority will be given to operational personnel who attended recent firefighting incidents.

- With consent of the Fire Chief, the sauna may be used while a member is on duty.
- Only one person is permitted in a sauna at a time. (No Exceptions)
- Decontamination saunas are for SSIFR firefighters only unless special permission is given by the Fire Chief.
- Firefighters may utilize the sauna as a general health benefit but only if the Duty Officer is notified beforehand.
- Loose clothing must be worn when in the detoxification saunas. (Shorts, t shirt, towel, and footwear) Station uniform and boots are not permitted.
- Firefighters shall sit on a clean towel while in the sauna. Members should bring a towel and two facecloths.
- After use, the sauna must be cleaned and sanitized before leaving. Once the detoxification is complete, erase your name from the whiteboard, and sanitize the seated area of the sauna.
- A shower is not required after the sauna but is a best practise.
- If an emergency call occurs during a detoxification, you shall respond as normal. Once you return continue with the detoxification process.

Safety Precautions

- DO NOT use if you have cardiac or medical issues without getting medical clearance first.
- DO NOT use under the influence of alcohol, drugs or medications.
- HYDRATE. It is recommended to hydrate before, during and after the treatment. Adding electrolytes is also beneficial.
- If you are unable to use the decontamination sauna for health reasons, a shower is recommended.
- Read and understand the Operational Guideline and sauna safety precautions prior to use.
- Exit immediately if you feel uncomfortable, dizzy, develop a headache, or become fatigued.
- Only designated exercise equipment shall be permitted inside the decontamination sauna.
- Maximum time with mild exercise is 15 minutes.
- Maximum time with no exercise is 40-60 minutes.
- The temperature shall be no hotter than 120 degrees Celsius.
- Wipe away sweat regularly with a clean towel. This encourages more sweat and removes toxins from skin.
- Ensure the unit is off after use.
- Erase the whiteboard with your name and time. Clean the surfaces of the decontamination sauna.
- Rehydrate: Drink plenty of water before and after use.

Reference:

- Salt Spring Island Fire Rescue Cancer Prevention and Awareness Program
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
-

Related Guidelines:

Hearing Tests OG 3.07.00

Health and Safety



Effective Date: November 27, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure all members are aware of the possibility of hearing loss resulting from noise in the workplace and to establish a systematic process to protect workers by monitoring the effectiveness and use of hearing protection and individual hearing levels.

Scope: All Fire Rescue Personnel

Policy: All members shall wear appropriate hearing protection when exposed to high levels of noise or situations where high levels of noise may be present. Members shall obtain a hearing test annually in accordance with WorkSafeBC regulations.

Procedure:

- The department will schedule two hearing tests dates annually (Spring-Fall). New members that will be exposed to noise shall obtain a hearing test within six (6) months of acceptance into the department. The Test dates and sign up forms will be emailed and posted to Fire Manager.
- It is the responsibility of each member to ensure they have their hearing checked annually.
- Members that miss the scheduled test or that are absent at the time of the scheduled testing are responsible to schedule and obtain a hearing test annually. The test shall be performed by WorkSafeBC approved facility. Members shall advise the approved test to submit the results to Salt Spring Island Fire Rescue.
- The department will pay for the cost of hearing tests for each member annually whether obtained inside or outside the department.
- When hearing tests are obtained outside of the department, the member shall advise the

Reference:

- WorkSafeBC OHS Regulation 7.8
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
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Related Guidelines:

- Backing of Apparatus

First Aid Services OG 3.08.00

Health and Safety



Effective Date: February 18, 2010

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide first aid services and equipment in accordance with the Workers Compensation Board and WorkSafe BC to the personnel of the SSIFR.

Scope: All Fire Rescue Personnel

Policy: First aid equipment and services shall be provided to the personnel of the SSIFR in accordance with the requirements of the SSIFR Occupational Health and Safety Program. All injuries and accidents must be treated and reported in accordance to Worksafe BC regulations.

Procedure: The requirements for first aid services and equipment contained in the SSIFR Occupational Health and Safety Program are adopted as part of SSIFR Operational Guidelines.

Reference:

- Salt Spring Island Fire Rescue Health and Safety Program
- Occupational Health and Safety Regulations WorkSafe BC
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
- SSIFR Near Miss Program

Related Guidelines:

Near Miss Reporting

Monitoring Workplace Exposures OG 3.09.00

Health and Safety



Effective Date: November 27, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide for monitoring of the workplace environment to prevent exposures to harmful substances.

Scope: All Fire Rescue Personnel

Policy:

The workplace environment shall be continually monitored in accordance with this Operational Guideline.

Procedure:

MONITORING OF WORKPLACE EXPOSURES

- The workplace environment shall be continually monitored to prevent exposures to harmful substances.
- The Department Occupational Safety and Health Committee and the WorkSafeBC will identify any workplace areas that require specific monitoring (as applied to workplace air sampling).
- The Incident Commander at any incident will be the Incident Safety Officer, unless he/she appoints another member as the Incident Safety Officer, in accordance with Department Operational Guidelines. The Incident Safety Officer will be responsible for monitoring the safety of operations at the incident.
- All Fire Department personnel are responsible for the ongoing monitoring of the workplace and the reporting of hazards to the Occupational Safety and Health Committee

Reference:

- Salt Spring Rescue Health and Safety Program
- WHIMIS Training Program
- Occupational Health and Safety Regulations WorkSafeBC
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
- NFPA 1581 Standard on Fire Department Infection Control Program

Related Guidelines:

Incident Safety Manager
Incident Command

Dealing with Workplace Exposure to Asbestos OG 3.09.01

Health and Safety



Effective Date: July 24, 2015

Last Revised: November 27, 2017

Approved: Fire Chief Arjuna George

Purpose: To provide a guideline for dealing with asbestos contamination that can occur from responding to an emergency incident within a structure.

Scope: All Fire Rescue Personnel

Policy: The workplace environment shall be continually monitored in accordance with the Salt Spring Island Fire Rescue Service Occupational Safety and Health Program.

Procedure:

When working in buildings constructed prior to 1990, it should be assumed that asbestos may be present. Asbestos was used in buildings prior to 1990 in a variety of ways, including: boiler and pipe insulation, curtains, plasters, floor tile, wall coverings, electrical insulation, fire proofing of structural members and even in homes in roofing materials, wallboard, refrigerators, paints and insulation. An incident involving an older structure may disturb asbestos fibers and present a hazard to firefighters.

During these operations, all personnel in the hazard zone shall wear breathing apparatus and proper PPE. Wetting down the affected areas can also reduce the number of airborne particles. This includes personnel involved in the investigation phases.

The Salt Spring Island Fire Rescue Service will train all fire fighters to recognize buildings and areas of buildings that are likely to contain asbestos, the hazards associated with asbestos and the appropriate hygiene and work practices, as well as any relevant information with regards to asbestos.

Upon completion of emergency operations, on site clean-up should be conducted of personnel and equipment, while using the appropriate respiratory protection.

- Brush off debris from PPE, tools and equipment
- Gently rinse off the equipment with low pressure water or clean with a damp cloth.
- Where available, a vacuum equipped with a HEPA filter can be used in lieu of rinsing off with water or damp cloth cleaning.
- Cloths used for cleaning should be identified as possible asbestos containing material and left on scene in the care and control of the property owner.

Upon returning to the station, all personnel should shower and ensure any soiled PPE is cleaned as per manufacturer's recommendations.

Reference:

- Salt Spring Island Fire Rescue Occupational Health and Safety Program
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
- Salt Spring Island Fire Rescue Respiratory Protection Program

Related Guidelines:

Dealing with Contaminated Personal Protective Equipment

Hazardous Substances - Asbestos

Care and Maintenance of Personal Ensembles for Structural Fire Fighting

Workplace Hazardous Materials (WHMIS) OG 3.10.00

Health and Safety



Effective Date: February 18, 2010

Last Revised: September 5, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish a Workplace Hazardous Materials Information System (WHMIS) for identifying and maintaining an inventory of hazardous materials and substances, as well as the measures required to eliminate or effectively control the dangers related to their transportation, storage, handling, and safe disposal.

Scope: All Fire Rescue Personnel

Policy: All SSIFR personnel shall receive WHMIS 2015 training and carry out the requirements in accordance with the SSIFR Occupational Health and Safety Program.

Procedure:

- The requirements for the WHMIS program contained in the SSIFR Occupational Health and Safety program are adopted as part of the SSIFR Operational guidelines. Each Firefighter shall be familiar with the MSDS sheets, and location of binders at each station.
- All hazardous materials products stored or used within Salt Spring Fire Rescue shall be labeled as per WHMIS 2015 regulation. (M)SDS are to be filed appropriately for emergency usage. Unlabeled containers shall not be used for hazardous storage.
- All hazardous products must have on file a (Material) Safety Data Sheet (M)SDS.
- A WHMIS binder for (M)SDS sheet storage will be kept in each fire hall.
- Workers will be trained in WHMIS programs, take an active role in identifying and controlling hazards, and take necessary steps to protect themselves and co-workers.

The Employer will provide education on the hazards and safe use of hazardous products by ensuring that the hazardous products are properly labelled. Workplace labels and (M)SDS will be provided as needed, and the information will be readily available to the workers.

Reference:

- Salt Spring Rescue Health and Safety Program
- WHMIS Training Program
- Occupational Health and Safety Regulations WorkSafe BC
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Safety Inspections OG 3.11.00

Health and Safety



Effective Date: February 18, 2010

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide for the regular inspection and monitoring of all fire rescue facility, equipment, machinery, work process, work practices, and procedures that may danger fire rescue personnel are either eliminated or effectively controlled.

Scope: All Fire Rescue Personnel

Policy: The regular inspection and monitoring of all fire rescue facilities, equipment, machinery, work processes, work practices, and procedures must comply with the SSIFR Health and Safety Program.

Procedure: The requirements for regular inspections and monitoring are contained in the SSFR Occupational Health and Safety program and are adopted as part of the Operational Guideline.

Reference:

- Salt Spring Rescue Health and Safety Program
- Salt Spring Fire Rescue Joint Health and Safety Committee
- Occupational Health and Safety Regulations WorkSafe BC
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

New Equipment or Procedures OG 3.12.00

Health and Safety



Effective Date: February 18, 2010

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish the methods used by SSIFR to introduce any new equipment or procedure into the workplace that may cause a hazard or endanger the life of a member.

Scope: All Fire Rescue Personnel

Policy: Any new equipment or procedure which may cause a hazard or endanger the life of a member will be inspected and will be accompanied by manufactures instructions and training before being placed into service.

Procedure:

- All new equipment being introduced in SSIFR shall be inspected for safe construction and compliance with all applicable regulations. Manufacturer's instructions shall be available to staff and for training.
- All SSIFR members are personally responsible to take self-interest and personnel awareness relating to new and upgraded operations, equipment and duties.
- The Training Branch shall ensure that all new equipment shall be introduced with a training program prior to being put into service.
- The Chief's office and Training Branch shall ensure all new procedures that may cause a hazard to firefighter be introduced and trained with prior to being implemented.
- Members shall review new equipment manufactures instruction and recommendations to ensure safe operations.
- Members should review the "What's New" Notice Board at Hall #1 for updates on changes to equipment.

Reference:

- Salt Spring Rescue Health and Safety Program
- Salt Spring Fire Rescue Joint Health and Safety Committee
- Occupational Health and Safety Regulations WorkSafe BC
- Right to Know Program
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Supervision of Workers

Health and Safety at Fire Investigations OG 3.13.00

Health and Safety



Effective Date: July 16, 2002 Last Revised: February 18, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure fire investigators follow safe work practices while conducting fire investigations.

Scope: All Fire Rescue Personnel

Policy: Personnel are to enter structures to perform fire-investigations only after the structure has been deemed safe. Personnel entering must be equipped with personal protective equipment.

Procedure:

- An evaluation of potential risk shall be conducted. This will include the structural stability of the building and that the building utilities, power and/or gas are off.
- If there is evidence of hazardous chemicals, asbestos, vapors, gases, oxygen deficient atmosphere or a condition present for which available PPE is inadequate, the Incident commander or Fire Chief shall be advised.
- If conventional methods of eliminating the above-mentioned hazard(s) are impractical the Commander may advise the fire investigator(s) to acquire additional PPE and resources from the fire department or other sources. Depending on the significance of the investigation it may be abandoned.
- Fire Investigators shall follow the rules and regulations of the SSIFR Respiratory Program, and the SSIFR OG "Personal Protective Equipment".
- The Fire Investigators shall continually monitor the air quality with the gas detector.

Reference:

- SSIFR Respiratory Program
- NFPA 1033: Standard for Professional Qualifications for Fire Investigator, 2009 Edition
- NFPA 921: Guide for Fire and Explosion Investigations, 2008 Edition
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Personal Risk (Rules of Engagement)

Self-Contained Breathing Apparatus

Gas Detector Usage

Personal Protective Equipment

Critical Incident Stress Management (CISM) OG 3.15.00

Health and Safety



Effective Date: January 3, 2000

Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To provide the membership with a process on dealing and managing from incidents or training in the form of Critical Incident Stress Management (CISM).

Scope: All Fire Rescue Personnel

Policy: All firefighters shall have the opportunity and access to Critical Incident defusing and debriefings as a way to manage stress and to live a healthy lifestyle.

Procedure:

A critical incident is a jolt to our psychological system. It is an event that we experience as a sudden, unexpected, incomprehensible, shocking, and personally upsetting; it results in emotional and physical distress. It causes a trauma reaction to those people involved. A critical incident may be an event that is directly experienced, such as personally witnessing physical trauma or death or that is indirectly experienced such as the sudden death of a close friend or family or colleague.

- After a stressful incident or event, the Fire Chief, Incident Commander or any member involved in the incident, can initiate a Critical Incident Stress Management (CISM) defusing with the SSIFR Peer Support team. It is recommended for best results to hold the defuse within 48 Hours or less.
- Only members involved in the critical incident shall be invited to the defusing. It is recommended that all personnel involved in the incident attend the peer support defusing.
- If deemed appropriate by the Peer Support team or the Fire Chief, a professional counselor may be requested to facilitate a CISM debrief. WorkSafeBC shall be notified if this step occurs (1-888-922-3700). Expenses for professional assistance are covered under the SSIFPD EFAP Policy.
- All CISM peer support defusing's and debriefs are confidential.
- Follow ups from the Peer Support team and/or professional counsellors may be required.
- CISM training shall be offered on a regular basis as part of the SSIFR Health and Safety Program.
- A list of the SSIFR Peer Support team members and contact information shall be maintained and available. A team member can be contacted at any time by SSIFR personnel.
- Members who are exposed to traumatic experiences as a Firefighter or first responder should document the incident via the SSIFR Trauma Tracker form and complete the WorkSafeBC Exposure Registry report (as per Exposure Documentation OG).

Reference:

- Salt Spring Fire Rescue Health and Safety Program
- WorkSafe BC
- SSIFR Policy Employee Family Assistance Program (EFAP) Policy
- Salt Spring Island Health and Wellness Committee
- WorkSafeBC Exposure Registry
- Trauma Tracker Form
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Members on Medical Restrictions

Employee Family Assistance Program

Clinical Counsellors

Peer Support Team OG 3.15.05

Health and Safety



Effective Date: 2020

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: x

Scope: All Fire Rescue Personnel

Policy: Under-Development

Procedure:

Reference:

- Salt Spring Fire Rescue Health and Safety Program
- WorkSafe BC
- SSIFR Policy Employee Family Assistance Program (EFAP) Policy
- Salt Spring Island Health and Wellness Committee
- WorkSafeBC Exposure Registry
- Trauma Tracker Form
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
-

Related Guidelines:

Members on Medical Restrictions

Employee Family Assistance Program

Clinical Counsellors

Employee Assistance Plan OG 3.16.00

Health and Safety



Effective Date: November 8, 2001 Last Revised: September 23, 2019

Approved: Fire Chief Arjuna George

Purpose: To ensure that all firefighters are aware of the counseling sessions available to them and their families for better wellbeing.

Scope: All Fire Rescue Personnel

Policy: SSIFR members who wish private counseling sessions with an approved counselor may select one as per the SSIFPD Policy. No further information is needed, and all interactions are confidential.

Procedure:

- If a member feels individual counseling will assist them or their family, arrangements can be made through the SSIFR, and can provide the confidential sessions with no questions necessary.
- The SSIFR is committed to ensuring our firefighters health and wellbeing is taken care of. SSIFR will assist any firefighter who requests individual sessions and will assist financially with one group / family counseling session.
- Any SSIFR member may directly make any requests to the Fire Chief or through the CISM team.
- The entire process will be kept confidential and shall not be released for any reason.
- If help through the CISM team and / or the counseling program do not resolve the issues a member may be able to apply for a Leave of Absence. (See Operational Guideline Firefighter Leave of Absence.)

Reference:

- SSIFPD Policy
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
-

Related Guidelines:

Leave of Absence

Critical Incident Stress Management (CISM)

Peer Support Team

Clinical Counsellors

Clinical Counsellors OG 3.16.01

Health and Safety



Effective Date: November 25, 2017

Last Revised: May 9, 2018

Approved: Fire Chief Arjuna George

Purpose: Salt Spring Island Fire Rescue supports employee mental health and provides Employee and Family Assistance programs for our members (EFAP)

Scope: All eligible EFAP members of SSIFR

Policy: To provide membership with the contact information for registered clinical counsellors under the SSIFPD Employee and Family Assistance Program (EFAP)

Procedure: Salt Spring Island Fire Rescue will adhere to the following basic record retention schedule.

Salt Spring Island Fire Rescue provides face to face counselling and telephone consultations as set by our provider.

Local Registered Clinical Counsellors (As of May 2018)

- David Norget 250-221-7243
- Teresa Waters 778-354-1019
- Sharon Glover 250-653-4588
- Jodi French 778-353-3536
- Cheryl Bell-Gadsby 250-537-6900
- Malgorzata Rawicz 250-510-2142
- Rowan Percy 250-537-2831
- Honor Griffith 250-6539224
- Orion Warje 604-219-6970
- Elsje Hannah 250-538-8762
- Brenda Hooe 250-537-2536
- Shelin Hussein 250-654-0334
- Lady Minto Hospital Mental Health Nurses
- Lower Mainland Crisis Society Hotline 1-800-784-2433

For a regional list of clinical counsellors recognized by the BC Association of Mental Health 250-595-4448 (Toll Free 1-800-909-6303) or visit <http://bc-counsellors.org/>

Non-Clinical Recognized Local Counsellors
Lynn Demers 250-537-4256

Reference:

- SSIFPD Employee & Family Assistance Program AE-2301-01
- SSIFPD Critical Incident Stress Management AE-2302-01
- WorksafeBC's Critical Incident Response (CIR) program
- BC Association of Clinical Counsellors <http://bc-counsellors.org/>
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Critical Incident Stress Management (CISM)

Peer Support Team

Employee Assistance Plan

Safe Lifting OG 3.17.00

Health and Safety



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose: All jobs involve bending, lifting and carrying. Firefighting and emergency medical care all involve lifting of people, sometimes in life-threatening situations. Although a typical office job may not involve lifting large or especially heavy objects, it is important that employees follow the principles of safe lifting. Small, light loads (i.e., stacks of files, boxes of computer paper, books) can wreak havoc on backs, necks, and shoulders if they use their bodies incorrectly when lifting these objects. Backs are especially vulnerable and most back injuries result from improper lifting. This policy applies to all employees as the department strives to reduce lifting injuries and focus on the prevention of injuries related to improper lifting techniques.

Scope: All Fire Rescue Personnel

Policy: Salt Spring Island Fire Rescue places a high value on the safety of its employees. The department is committed to providing a safe workplace for all employees and has developed this policy for safe lifting injury prevention to all workers, management, supervisors, and employees. We all have a role to play in identifying and eliminating hazards that may develop during our work process.

Procedure:

Proper methods of lifting and handling protect against injury. Proper lifting makes work easier. (i.e. handles, technique, teamwork)

When planning a lift do before bending to pick up an object can minimize and prevent an injury. Safe lifting techniques, over time, should become routine and habitual. The following, including:

LIFTING:

- Size up the object/load and check overall conditions. Do not attempt the lift by yourself if the object/load appears to be too heavy or awkward. Check that there is enough space for movement and that your footing is good.
- Take a good stance and make sure that your balance is good. Feet should be shoulder width apart, with one foot beside and the other foot behind the object that is to be lifted.
- Make sure you stand on a level area with no oil spots, loose gravel, etc.
- Bend the knees; do not stoop. Keep the back straight, but not vertical. Tuck chin in so head and neck continue the straight back line.
- Grip the object/load with the palms of your hands and fingers. The palm grip is more secure. Tuck in the chin again to make certain your back is straight before the lift.
- Use your body weight to start the object/load moving, then lift by pushing up with the legs. This makes full use of the strongest set of muscles. Push up with the rear foot as you start lift.
- Keep the arms and elbows close to the body while lifting. Lift steadily and smoothly.
- Avoid quick, jerky movements.
- Carry the object/load close to the body. Avoid twisting motions. To change direction, shift your foot position and turn your whole body.

UNLOADING:

- To unload, face the spot you have chosen and lower the object/load slowly.
- Bend knees and let your legs, not your back, do the work.
- To deposit the load on a bench or shelf, place it on the edge and push into position.
- Make sure hands and feet are clear when placing the load.

LIFTING OR LOWERING FROM A HIGH PLACE:

- Stand on a sturdy ladder or platform. Never stand on the top rung.
- Lift the object/load in smaller pieces if possible.
- Push up on the object/load to see how heavy and stable it is.
- Slide the object/load as close to yourself before lifting.
- Grip firmly and slide it down.
- Avoid risks; get help if needed.

AWKWARD OBJECTS:

- Bend knees with feet spread.
- Grip the top outside and bottom inside corners.
- Use your legs to lift, keeping your back straight.

AVOID TWISTING MOTIONS:

- When carrying a load and you have to turn, do not twist the upper part of the body. Instead, make your entire body move around the corner or obstacle. Twisting is the most common cause of back injuries, and the easiest to avoid.

TEAM LIFTING:

- If the weight, shape, or size of an object/load makes the job too much for one person, ask for help.
- Ideally, workers should be of approximately the same size for team lifting.
- One individual needs to be responsible for control of the action to ensure proper coordination. If one worker lifts too soon, shifts the load, or lowers it improperly, either they or the person working with them may be injured.

LIFTING FROM A SEATED POSITION:

- Bending from a seated position and then straightening up places tremendous strain on a back. An unstable chair could slip out from under the person. Instead, have the person stand and move the chair out of the way, squat and stand when retrieving an object from the floor.
- It is the best practice to avoid lifting from a seated position.
- If you do a lot of twisting while lifting, rearrange workspace to avoid this.
- Rotate tasks so that periods of standing alternate with moving or sitting.
- Provide stools or footrests for stationary jobs.
- Store materials at knee level whenever possible instead of on the floor.
- Make shelves shallower (12-18") to avoid reaching forward to lift the object.
- Break up loads so each weighs less.
- If you must carry a heavy object/load some distance, consider storing it closer, requesting a table to rest or store it on, or use a hand truck or cart to transport it.

PUSH-DO NOT PULL:

Pulling large objects/loads can be as hard on the back as lifting. Instead, push the object/load. Some back-safety techniques to use are:

- Stay close to object/load, without leaning forward.
- Tighten your stomach muscles as you push.
- Push with both arms, keeping your elbows bent.
- Turn your whole body.

To move larger items, use another employee to help pull object/load. For some tasks, you may be tempted to twist. Some back-safety techniques to use are:

- Get close to object. Kneel down on one knee, if necessary.
- Position yourself so you are stable.
- Use arms and legs to do the work, not just the back

TRAINING:

The Training Officer and Health and Safety Committee will be responsible for ensuring that training on safe lifting procedures be conducted for all employees. Initial training will consist of:

- An overview of the Safe Lifting Policy.
- Proper lifting techniques.
- An opportunity to ask questions.
- Follow-up training will be conducted as needed.

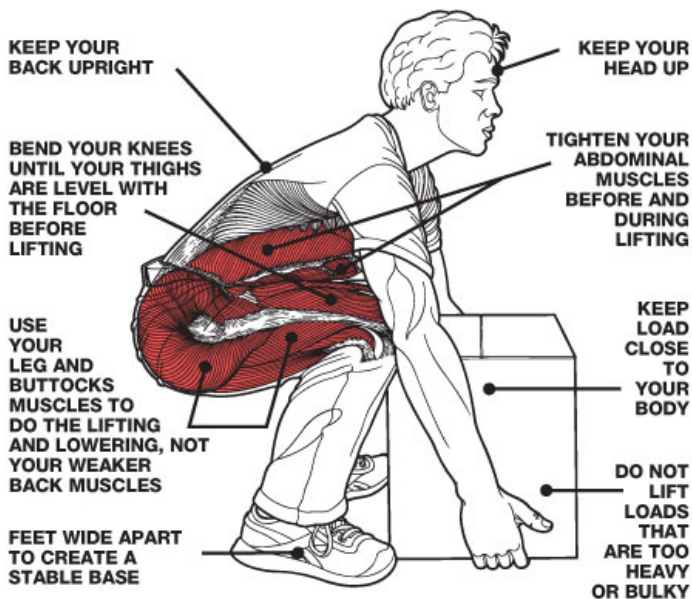
Reference:

- WorkSafeBC Regulations
- Safe-Lifting Poster
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

HOW
TO

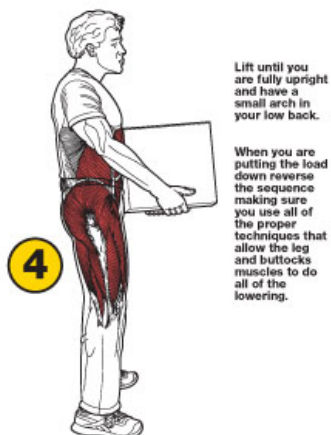
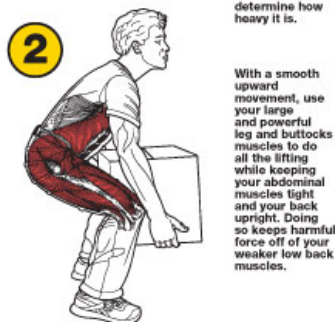
LIFT SAFELY



To lift safely your leg and butt muscles must do all the work, not your weaker back muscles.

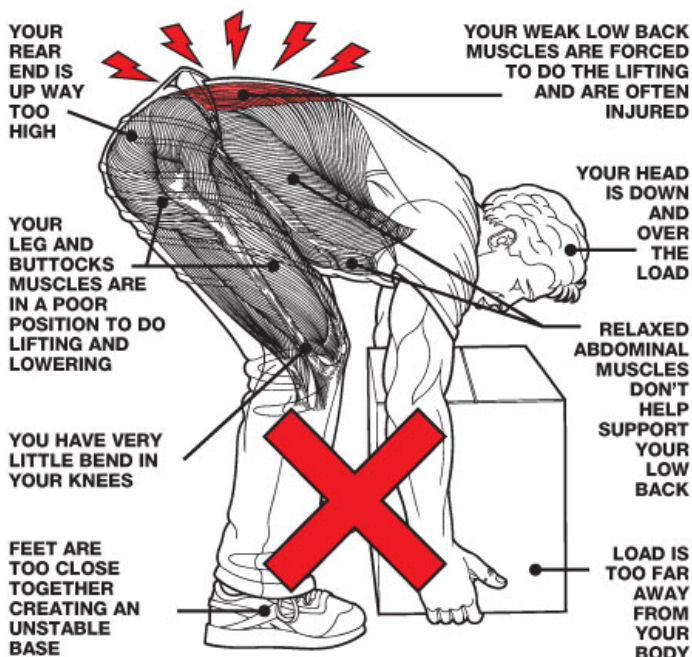
You must keep your back upright, head up, abdominal muscles tight, and the load close to your body.

SAFE LIFT SEQUENCE



CAUTION

LIFTING UNSAFELY MAY CAUSE LOW BACK INJURY



Most back injuries occur from unsafe lifting with your rear end high, rounded back, head down, and the load being too far away from your body. This improper

position doesn't allow your powerful leg and buttocks muscles to do the work and places harmful force on your low back.

Apparatus Exhaust Extraction System OG 3.18.00

Health and Safety



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: Diesel exhaust is a proven carcinogen and our protection is the utmost importance. To ensure that apparatus exhaust extraction systems are used in a safe and effective manner. And to reduce/limit the amount of diesel emissions that enter fire halls during daily vehicle checks when idling on aprons.

Scope: All Fire Rescue Personnel

Policy: Whenever available and practical, the exhaust extraction system will be used when leaving and entering fire halls. This guideline is aimed at reducing the exposure of personnel and visitors to diesel or gasoline emissions.

Procedure:

LEAVING FIREHALL

- Ensure the exhaust extraction system is activated prior to starting the engine.
- All doors that separate the apparatus floor from living and working areas shall remain closed when apparatus is moved in or out of the station.
- When leaving the fire hall, the driver will move the vehicle out of the fire hall by starting slowly and increasing speed moderately until the vehicle exits the bay. This procedure will ensure consistent disconnection outside the bay door.

RETURNING TO FIREHALL

At all times, the driver must be aware of the spotter's location.

To prevent the spotter being jammed between the vehicle and the door jamb, connection of the exhaust hose to the apparatus tail pipe must take place just inside the bay door with the vehicle stopped and parking brake applied in with transmission in neutral.

- To produce a safe breathing zone during the connection function, ensure the exhaust system is activated prior to backing vehicle into the Fire hall.
- Under the spotter's direction the vehicle is backed into the fire hall, so the tail pipe is just inside the bay door. (As marked on floor)
- The vehicle is stopped with air brakes applied and transmission in neutral.

Once the vehicle is fully stopped, the spotter attaches the exhaust hose to the apparatus exhaust discharge in the following manner:

1. With magnets positioned towards the frame of the apparatus; hold the hose and adaptor in front of your body with both hands and
 2. Bend to the tail pipe and slip the adaptor over the tail pipe and gently press it forward as far as it will go;
 3. Before releasing the adaptor, press the magnets against the tail pipe with your hands.
- After the adaptor is attached to the tail pipe, the spotter signals the driver, and moves safely to the rear of the truck and the spotter directs the driver into the parking place.

**** Under no circumstances should personnel try to attach or reattach the exhaust hose to the vehicle while the apparatus is moving. ****

When a single operator is backing in an apparatus, they shall follow the single person procedure avoiding excessive exhaust in the fire hall.

Single Person Procedure.

- Conduct a full 360 of the apparatus
- Activate emergency lights
- Sound horn three (3) times before moving in reverse
- Back vehicle to its stopping blocks
- Turn Vehicle off, and apply brakes
- Exit vehicle and hook-up exhaust system

While performing their daily vehicle checks, Firefighters will follow the procedures below whenever possible.

- Personnel will not idle fire apparatus for extended periods of time at fire halls due to diesel emissions.
- Generators permanently mounted on apparatus shall be started outside of the fire hall in a well-ventilated area.
- If this system is manually shut off, it must be re activated prior to any apparatus starting within the truck bay.
- Exhaust extraction systems are equipped with timers that allow the system to turn off for a short duration. This timer may be used only if the apparatus is running outside in a well-ventilated area.

DO NOT TURN THE EXHAUST EXTRACTION UNITS OFF.

Reference:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Backing of Apparatus

Distracted Driving OG 3.19.00

Health and Safety



Effective Date: November 25, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish guidelines on the acceptable use of devices while operating a motor vehicle and to increase awareness of the risks. Operating a motor vehicle requires a driver's full attention. Distracted driving presents serious risk to our employees and the public and to the reputation of Salt Spring Island Fire Rescue. This policy has been implemented:

- To reduce the incidence of driver distractions and to ensure the safety of our employees and other persons
- To comply with the BC Motor Vehicle Act
- To reduce operational and financial risks
- To strengthen the reputation of Salt Spring Island Fire Rescue

Scope: All Fire Rescue Personnel

Policy: SSIFR

Procedure:

- Employees are prohibited from holding, operating, communicating, or watching the screen of a hand-held communication device:
 - While driving a SSIFR fire apparatus.
 - While driving a personal vehicle to conduct fire related business.*** Under the Motor Vehicle Act Part 3.1 Section 214.3 fire personnel are exempt from the prohibition if they are carrying out their duties or functions. ***
- While fire personnel are exempt from the use of devices such as cell phones, tablets and radios, extreme caution should be maintained, and the devices should only be used if required for operations.
- This policy includes cell phones, smartphones, laptops, tablet computers, and any other electronic devices. It applies to the use of either personal or company issued vehicles.
- In addition, all employees should avoid other forms of in vehicle distractions.

Reference:

- BC Motor Vehicle Act Part 3.1 Section 214.3 "Exceptions to prohibition – emergency personnel"
- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Hepatitis B Testing OG 3.20.00

Health and Safety



Effective Date: December 9, 2019

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: Employees of the Salt Spring Island Fire District have the option of obtaining the Hepatitis B Immunization at the expense of the District.

Scope: All Fire Rescue Personnel

Policy: To ensure the safety of our firefighters, the Salt Spring Island Fire District offered Hepatitis (HEP) B vaccinations to all first responders. The vaccine helps protect members from being exposed to the disease while performing the functions of a firefighter/fire responder.

Procedure:

- All new personnel who wish to participate in this program must contact the Fire Chief.
- If the employee does not wish to participate in the Hepatitis Immunization program, they must sign a waiver form indicating their desire not to participate. The waiver will be placed into the personnel record. An employee may choose to participate in the program at any time.
- Post immunization testing is also available and encouraged. The test can be requested through your family doctor 30 days after the last immunization treatment.

Reference:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Personal Appearance and Hygiene OG 3.21.00

Health and Safety



Effective Date: December 9, 2019

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To provide a safe and efficient workplace.

Scope: All Fire Rescue Personnel

Policy: To promote wellness and safety while preventing disease and maintaining an environment conducive to work, the department requires personnel to maintain a standard of acceptable hygiene. The personal appearance of fire department personnel is viewed by the public as an indicator of both individual and department professional attitude and competence. Given the nature of work conducted by members, the safety of all personnel necessitates that some specific areas of personal appearance be directly addressed.

Procedure: The following hygiene standards are to be adhered to:

Personal Hygiene

- Wash hands thoroughly before exiting restroom
- Wash hands before handling any food or drink
- Dress in clean clothes without noticeable stains, odours, or dirt.
- Come to work clean and without pungent body, hair or breath odour.
- Any visible open sores or wounds must be covered
- Work area should be clean
- Trash should be placed in appropriate containers
- Cover your mouth and turn away from other people when coughing or sneezing.
- Clean up break areas (old food, spills)
- Keep bathrooms clean and stocked.
- Refrigerate food and drink that requires refrigeration
- Do not come to work when ill
- Do not come to work bearing any parasite that can be transferred to others such as lice.
- Take all precautions to prevent the spread of blood borne pathogens by quickly covering any cut or wound immediately.
- Report to your supervisor whenever you are sick or injured at work.

Supervisors will advise those within their command of the grooming standards and assure conformity. It shall be the duty of the responsible supervisor to assure that personal grooming shall not interfere with the wearing of safety equipment, facemask, or other personal protective equipment. The supervisor will take immediate corrective actions to assure safety.

Any member with a medical condition that precludes conforming to these grooming standards

shall notify their Chain-of-Command and to request an exception approval from the Fire Chief. This type of exception may require reassignment, or the employee might not be able to work.

Under no circumstances will the mustache be permitted to cover the mouth, extend to a point that interferes with the seal of the SCBA face piece or be flared on the bottom edges. All members with any degree of facial hair must successfully complete a SCBA fit test to ensure the hair doesn't affect the safety of the mask.

Supervisory Actions.

If a question arises as the appropriateness of a member's hygiene, the appropriate supervisor is to be notified through the chain of command. The supervisor will provide a recommendation to the Fire Chief for final determination.

Progressive discipline shall be used for repeat violations of the procedure. Should a member believe an exception or accommodation is in order, a request should be made in writing through the chain of command.

Reference:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program
-

Related Guidelines:

Fit Testing OG 3.22.01

Health and Safety

Effective Date: December 9, 2019

Last Revised:

Approved: Fire Chief Arjuna George



Purpose: To provide a safe and efficient

Scope: All Fire Rescue Personnel

Policy: xx

Procedure: Under Development

x

Reference:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Fit for Duty OG 3.23.00

Health and Safety



Effective Date: 2020 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish procedures for assessing fitness of SSIFR personnel under certain specified circumstances or upon release to return to work following a serious injury or illness.

Scope: All Fire Rescue Personnel

Policy: If an individual is perceived to be mentally or physically unfit to perform one or more essential function(s) of their job, each person their supervisor(s), and the District must follow all appropriate sections of this guideline. Additionally, all personnel must follow the guidelines set forth in order to return to work from personal injury or serious health condition, whether work-related or not.

Procedure:

UNDER-DEVELOPMENT

Fit for Duty

- **Self-Report.** For the safety and well-being of personnel and their co-workers, an individual is not to report to work if they are seriously ill or impaired, especially in cases of communicable disease. An individual with a mental or physical condition that may prevent them from performing an essential job function, in an effective and safe manner should not report to work until such time they are cleared by a physician.
- **Personal Illness:** Personnel are not to report for duty if they are seriously ill or impaired.
- **Medications:** Personnel must report the use of any prescribed or over the counter medications that may potentially impair their mental or physical abilities to perform the functions of their job safely and effectively.
- Personnel who report for duty or are on duty while knowingly impaired may face disciplinary action up to including termination.

On the Job and Off the Job Illness and Injury

- All standards and definitions for fit for duty assessments are the same regardless of whether the injury or illness is occurred on the job or off the job.
- For all on the job injury/illness or exposures, personnel will follow the Reporting and Investigation of Injuries and Accidents guidelines.
- Personnel with an off the job illness or injury may be subject to a fit for duty evaluation and fitness assessment as set forth.

Observation and Reporting

Reporting Process

Referral for Medical Evaluation

Return to Work

Medical Evaluation to Return to Work

Fitness Assessment

Reference:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

- Reporting and Investigation of Injuries and Accidents

Return To Work 3.23.03

Health and Safety



Effective Date: 2020 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: Salt Spring Island Fire Rescue believes people are the most important assets of our company. We are committed to assisting our injured/ill members/employees to return-to-work as soon as medically appropriate and to working with the medical community to help our injured/ill members/employees regain their livelihood.

Scope: All Fire Rescue Personnel

Policy: The focus of our Return-to-Work (RTW) is to meet the needs of both Salt Spring Island Fire Rescue and our injured/ill members/employees by modifying the members/employees existing position and/or work schedule to meet the joint needs, expectations and capabilities.

Procedure:

UNDER-DEVELOPMENT The injured/ill members/employees must report all injuries to Salt Spring Island Fire Rescue on the same day of the incident. Salt Spring Island Fire Rescue will provide our injured/ill members/employees with information about our Return-to-Work/Transitional Duty Program and other materials that can be presented to the treating medical provider so that when medically needed, a temporary transitional duty assignment can be designed as soon as possible.

A medical release from the appropriate responsible medical provider must be submitted indicating the level of performance to which the injured/ill member/employee can perform.

Salt Spring Island Fire Rescue may request to have an independent medical examiner (IME) evaluate the firefighter for a return to work/duty release for anyone who has been off work/duty for one (1) month due to a serious health issue, whether fire ground related or not. The IME's evaluation report will be given to the fire chief and forwarded to Salt Spring Island Fire Rescue human resources prior to work/duty.

If the member/employee has a permanent restriction or disability, then the Salt Spring Island Fire Rescue shall consider the American with Disabilities Act. Under the Act, questions that need answering are; can the member/employee perform essential emergency provider/responder tasks with reasonable accommodation?

Reference:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

- Reporting and Investigation of Injuries and Accidents

Light Duties 3.23.05

Health and Safety



Effective Date: December 9, 2019

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: The purpose is to establish guidelines for temporary light duty assignments and the procedures for granting light duty to eligible firefighters and other personnel within the Fire/ Rescue Department.

Scope: All Fire Rescue Personnel

Policy: Employees may request a light duty assignment when an eligible condition prohibits them from performing their normal job functions at full capacity. Light duty assignments may be requested for on-the-job or off-the-job injuries, illnesses or conditions.

Procedure:

- **UNDER-DEVELOPMENT** Light duty requests shall be in writing using the “Request for Light Duty Form” with a “Capability Form” attached and routed from the requesting employee to the management via the employee’s chain of command. The Fire Chief will be responsible for identifying the appropriate Light Duty Coordinator for the employee while he/she is on light duty.
- Under most circumstances, light duty assignments will be granted for a work-related injury once the treating physician indicates that an employee may perform light duty tasks and all appropriate paperwork has been received and approved.
- All light duty assignments must meet department needs and may require approval by Management. The department will make a determination (approval, denial, defer) on a case-by-case basis, weighing the needs of the department against the capabilities of an affected employee, and on whether or not the needs of the department can be met by assigning light duty status.
- The department is under no obligation to provide “busy work” if no valuable work is available.
- The number and duration of light duty assignments will be evaluated and considered on a case-by-case basis by the Deputy Chief or his/her designee and may include discussion with Human Resources.
- If there are not enough light duty jobs available, the order of preference shall generally be:
 - Work-related illness or injury
 - Pregnancy
 - Non-work-related illness or injury

- Upon being medically released to full duty, light duty personnel will immediately notify the Light Duty Coordinator and submit a completed “Capability Form” to the Light Duty Coordinator. The Deputy Chief may extend the light duty status of an employee at his/her discretion. The employee is responsible for providing weekly updates (or some other regularly agreed upon time interval) from his/her physician and for scheduling and attending the required appointments for medical evaluation and treatment. These updates should be sent to the Light Duty Coordinator on the “Capability Form.”
- Approval of a physician is required to return to full duty. This return must be documented on the “Capability Form.”
- At the discretion of the Fire Chief, in consultation with County Human Resources, a full medical physical and/or physical ability test may be required prior to returning to full duty. The County may also seek a second medical opinion as to the “fitness for duty” of the employee; these expenses would be incurred by the County.
- The Light Duty Coordinator shall be notified of case-management issues as updates are provided to the appropriate Deputy Chief, such as from the employee, the doctor or Human Resources.
- All requirements of the Family Medical Leave Act (“FMLA”) will be followed as per County Policy #P-90. Thus, if the employee is eligible and approved for FMLA, any hours not worked while on light duty, including time off for doctor visits will be designated as FMLA leave and count towards their FMLA threshold. An employee can attend training, including continuing education classes or recertification courses, when training can be attended within the guidelines of the written restrictions provided by the employee’s physician. The employee is responsible for keeping the Light Duty Coordinator informed of any training approved by the Deputy Chief. An employee will keep up with the required training/continuing education that is possible based on Light Duty requirements.
- In order to maintain physical conditioning, LEOS employees will be permitted to perform physical training, if approved by their treating physician, up to 5 hours weekly while on light duty. Schedule arrangements must be made with the assigned Light Duty Coordinator.
- At no time shall a Light Duty employee place him/herself in a situation where it may be necessary to perform their regular job as if in regular capacity.
- An employee in management shall have the duties of Light Duty Coordinator to coordinate the day-to-day assignments of personnel to light duty jobs. The Light Duty Coordinator shall have procedures established with regards to:
 - Schedule and time sheet
 - Appropriate clothing
 - Regular medical status reports to the Deputy Chief
 - Return to work procedures

Leave accrual –The Deputy Chief shall use his/her discretion to transition light duty employees to 2080 annual hours in the payroll system to correspond to the 40-hour work schedule, usually depending on the anticipated length of time on light duty. Leave accruals will then reflect the 40-hour work schedule.

Pregnancy

- Firefighters are encouraged to consult with their personal physicians concerning maternity safety while performing firefighter functions. Light duty assignments may be appropriate for pregnant employees in order to reduce the risk of injury to the employee and unborn child. Employees are encouraged to consult with their physicians to determine whether a light duty assignment should be considered.
- Light duty assignments for pregnancy may be granted for periods both before and after the birth of the child, including lactation, under doctor's orders.
- An employee may be assigned to light duty in accordance with section A above when:
- The employee makes the request due to pregnancy or lactation; or
- The employee is no longer capable of safely and competently performing all assigned emergency response duties.
- No employee will be discriminated against based on pregnancy, childbirth, or related conditions, including an employee on probationary status.

Return to Work Process

- The employee provides the Deputy Chief a completed "Capability Form" signed by the treating physician.
- The Deputy Chief reviews the documentation and ensures that additional medical examination and/or physical ability testing is not warranted.
- If additional medical or physical ability testing is not warranted, the Deputy Chief will notify the Light Duty Coordinator, the respective supervisor, and HR if appropriate, that the employee has been cleared for full duty. The Deputy Chief shall ensure that documentation is submitted to payroll to change the employee's leave and hour's status if it was previously modified due to light duty.
- Regardless of the length of time of the light duty, the department reserves the right to require a physical agility test and/or skills assessment. It is likely that if the light duty exceeds six months some sort of testing may be required. In addition, if the employee is required to undergo testing, he/she may be placed in non-minimum staffing for a period of time.
- Supervisors must not allow employees to return to work until they have received official notification from the Deputy Chief or his/her designee.
- A copy of all related forms and paperwork will be forwarded to County HR for inclusion in the employee's personnel and/or confidential medical file.

Light Duty Limitations

- Most physicians believe a transition back to pre-injury work status is important through modified or light duty programs. Light duty opportunities give the department the ability to ease personnel back into their work routine and maintain an experienced workforce that may otherwise be forced to leave employment prematurely. While light duty programs are proven to increase the employee's morale and loyalty to the department, and their own internal sense of self worth, limitations must be identified and conveyed to all personnel.
- In extenuating cases and situations, employees may find that they are unable to physically or mentally return to full duty status.
- The maximum length of time on light duty for any one eligible condition is one year. At a minimum, the case shall be referred to Human Resources at 6 months to review options. b. When this occurs, the following options may need to be considered:
 - Seek placement in an alternative position within the County provided the employee applies, is qualified, and is selected for the position,
 - Seek a medical retirement under VRS rules,
 - Resign their position,
 - Involuntary separation.
- These options will be considered on a case-by-case basis depending on medical complexity and long and short-term medical prognosis. Decisions will be made under the auspices of the Fire Chief, County Attorney's Offices and the Human Resources Department.
- The Light Duty Request Form and Light Duty Capability Form are found on the Fire Rescue SharePoint site. Please check with your Deputy Chief and/or the Light Duty Coordinator if you are unable to locate them.

Reference:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Bully and Harassment Investigation Process OG 3.30.00

Health and Safety



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose: x

Scope: All Fire Rescue Personnel

Policy: SSIFR

Procedure:

- Under-Development
- B&H versus inappropriate workplace behavior
-

Reference:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

Related Guidelines:

Training (4.00-4.99)

Firefighter Training Standards OG 4.01.00

Training



Effective Date: November 25, 1999

Last Revised: November 27, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish a guideline for training and re-training firefighters and officers in the safe performance of their duties

Scope: All Fire Rescue Personnel

Policy: All Firefighters and Officers shall be trained in accordance with applicable NFPA standards, WorkSafeBC, the Motor Vehicle Act, Salt Spring Island Fire Protection District, and any other related documents and/or standards that apply towards the requirements of a firefighter and Fire Officer training.

Procedure:

- Department training standards will be designed to meet or exceed the following firefighter standards:
 - NFPA 1001 Standard for Fire Fighter Professional Qualifications, 2008 Edition
 - NFPA 1001 NFPA 1002: Standard on Apparatus Driver/Operator Professional Qualification
 - NFPA 472 Standards for Competence of Responders to Hazardous Materials / Weapons of Mass Destruction Incidents.
 - First Responder Level III with AED and Spinal Endorsements. (Or higher level)
- The authority and responsibility for the adoption and approval of various training requirements is vested in the Fire Chief.
- The Fire Chief and the Training Officer are responsible for:
 - Determining SSIFR training needs
 - Developing training programs
 - Evaluating training for each member
 - Schedule Training for all firefighters
 - Maintain accurate training records for each member of SSIFR
- All members are responsible for participating in the SSIFR training activities and for maintaining personal and professional levels of competence relative to the skill and knowledge levels required as a firefighter.

Reference:

- NFPA 1001 Standard for Fire Fighter Professional Qualifications
- NFPA 1002: Standard on Apparatus Driver/Operator Professional Qualification
- NFPA 472 Standards for Competence of Responders to Hazardous Materials / Weapons of Mass Destruction Incidents
- First Responder Level III with AED and Spinal Endorsements.

Related Guidelines:

Training Hour Requirement

Fire Officer Training OG 4.02.00

Training



Effective Date: November 25, 1999

Last Revised: November 27, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure that SSIFR Officers and Officer Candidates are trained and qualified to the NFPA Fire Officer Standard.

Scope: All Fire Rescue Personnel

Policy: The current NFPA 1021 Standard shall be used for all qualification and maintenance training for all Fire Officer candidates and confirmed Officers. Higher training not only improves fireground safety but also enhances the fire department to operate effectively.

Procedure:

- All Fire Officer candidates who qualify for a position of Fire Officer within the SSIFR shall be trained with the most current NFPA 1021 Fire Officer Professional Qualification Standard.
- Where funding allows the Fire Department will support, assist and encourage members to certify at a higher level than their current operational level. (i.e. Firefighter Level II would be supported to Fire Officer I) **When funding and logistics allows**
- Members choosing to certify at a level higher than one level above their current operational level may do so at their own expense.

Required Training for Officer positions within SSIFR

Rank	Training Level Required
Senior Firefighter	SSIFR "Lead the Engine" Training
Acting Officer	Fire Officer 1 in progress
Lieutenant	Fire Officer 1 in progress
Captain	Fire Officer 1 completed
Assistant Fire Chief	Fire Officer 2 completed
Deputy Fire Chief	Fire Officer 3 completed
Fire Chief	Fire Officer 4 completed

Reference:

- NFPA 1021 Fire Officer Professional Qualifications
- NFPA 1001 Standard for Fire Fighter Professional Qualifications
- BC Fire Service Minimum Training Standards- Structure Firefighters Playbook

Related Guidelines:

Training Hour Requirement

Recruit Training Requirements OG 4.03.00

Training



Effective Date: August 15, 2006 Last Revised: August 10, 2010

Approved: Fire Chief Arjuna George

Purpose: To identify the minimum requirements for training of new SSIFR recruits.

Scope: All Fire Rescue Personnel

Policy: All recruit firefighters shall be expected to attend or make up 100% of the required first year basic training.

Procedure:

- The SSIFR has a set minimum of yearly training hours for recruit firefighters at 130 Hours.
- Yearly Training for other positions shall reflect the Training Hours Required Operational Guideline.
- Quarterly recruit firefighters will be evaluated for attendance, and compatibility with the organization.
- Recruits will be issued a black helmet identifying them as defensive exterior firefighters only, until they successfully complete Live Fire II.
- Recruits will be required to make up any drills, modules, exams that they may miss during the recruit year. It is the responsibility of the recruit to arrange a makeup drill with the SSIFR Training Officer.
- Any recruit who misses three consecutive regular drills without being excused / giving notice, shall be review by the Chief's office and the Training Officer for possible dismissal.
- Any member who is unsuccessful in maintaining their prescribed minimum yearly training hours shall be reviewed by the Chief's office and the Training Officer.
- Recruits will not be brought forward to the SSIVFA for membership until they successfully complete the minimum Modules (1-5 of NFPA 1001 Level II).

Reference:

- NFPA 1001 Standard for Fire Fighter Professional Qualifications
- NFPA 1002: Standard on Apparatus Driver/Operator Professional Qualification
- First Responder Program

Related Guidelines:

Training Hour Requirements OG 4.04.00

Training



Effective Date: August 8, 2003

Last Revised: November 27, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish minimum requirements for attendance at regularly scheduled training sessions. The standard is designed to ensure members are trained for the dangerous tasks performed, current in their knowledge and familiar with the equipment used to perform their duties.

Scope: All Fire Rescue Personnel

Policy:

Members shall attend the required fire department weekly training sessions and are responsible to contact the Fire Department in advance when training sessions cannot be attended. This guideline will be enforced keeping "Life" in mind and will remain flexible, except in cases where safety is compromised.

Procedure:

- A drill is considered a regular scheduled drill and not a course or distance education. Courses count towards overall training hours but do not qualify for the minimum yearly requirements.
- The SSIFR has a set minimum of yearly training hours for select positions within the SSIFR. The following are the minimum yearly hours for each classification:
- Firefighter / First Responder = **100 Hrs. a year.**
- Field Incident Tech / First Responder = **70 Hrs. a year**
- Any member who misses three consecutive regular drills without being excused shall be review by the Chief's office and the Training Officer, for failure to meet service standards.
- Any member who is unsuccessful in maintaining their prescribed minimum yearly training hours shall be reviewed by the Chief's office and the Training Officer, for failure to meet service standards.
- The Chief and Training Officer will review training hours of each member quarterly
- SSIFR members are encouraged to participate in emergency responses and enhanced special training.
- To receive credit for training, the member must attend and participate for the duration of the training session.
- Regular Tuesday night drill is a three (3) hour session. Normally starting at 19:00 and ending at 22:00

Reference:

- NFPA 1001 Standard for Fire Fighter Professional Qualifications, 2008 Edition
- NFPA 1001 NFPA 1002: Standard on Apparatus Driver/Operator Professional Qualification
- First Responder Program

Related Guidelines:

Emergency Vehicle Operator Standards OG 4.05.00

Training



Effective Date: March 22, 2002

Last Revised: December 4, 2017

Approved: Fire Chief Arjuna George

Purpose:

To establish driver training standards for the fire department members to enable them to safely drive and operate fire department vehicles.

Scope:

All Fire Rescue Personnel who drive and operate fire department vehicles.

Policy:

The fire department will train fire department members to meet the applicable Provincial, motor vehicles Branch regulations and national standards for the operation and driving of fire department vehicles. Fire department members must complete the Emergency Driving Training Program prior to being cleared to drive and operate SSIFR apparatus.

Procedure:

The fire department will train fire department members to meet the applicable Provincial, motor vehicles Branch regulations and national standards for the operation and driving of fire department vehicles. Fire department members must complete the Emergency Driving Training Program prior to being cleared to drive and operate SSIFR apparatus.

- Firefighter must maintain a valid Class 5 BC Driver License. (minimum)
- Firefighter shall receive and maintain air brakes training and endorsement.
- Drivers of tandem axle units shall receive and maintain training for Class 3 Drivers License.
- Firefighters shall receive an accredited certified Emergency Vehicle Driver Course with a successful completion. (SSIFR Training Branch Approved)
- Firefighters shall receive and successfully complete a certified Pump Operator training course. (SSIFR Training Branch Approved)
- Firefighters shall successfully complete the SSIFR in-house Driver Operator training program.
- Firefighters shall be evaluated by the SSIFR Training Branch on a regular basis to ensure safe practices and skills are maintained.
- Only SSIFR members who successfully complete the driver and operator requirements as outlined in the guideline shall be permitted to operate a SSIFR apparatus in emergency responses.

Reference:

- NFPA 1001 Standard for Fire Fighter Professional Qualifications
- NFPA 1002: Standard on Apparatus Driver/Operator Professional Qualification
- NFPA 1451 Standard for a Fire and Emergency Service Vehicle Operations Training Program
- Airbrakes Course
- JIBC Pumps and Pumping course
- Salt Spring Island Fire Rescue Emergency Driver Training Program
- BC Motor Vehicle Act

Related Guidelines:

Emergency Operations of Vehicles

Safe Operations of Fire Vehicles

Backing of Apparatus

Duty Officer Qualifications OG 4.06.00

Training



Effective Date: July 30, 2003

Last Revised: August 10, 2010

Approved: Fire Chief Arjuna George

Purpose: To

Scope: All Fire Rescue Personnel

Policy: Only members who have successfully completed the minimum requirements as described in this operational guideline shall be permitted to act as a SSIFR Duty Officer.

Procedure: In alignment with our organizational values of innovation and excellence, Salt Spring Island Fire Rescue encourages the continuous learning of employees. Salt Spring Island Fire Rescue establishes an annual Training budget for professional development.

Reference:

- NFPA 1001 Standard for Fire Fighter Professional Qualifications
- NFPA 1001 NFPA 1002: Standard on Apparatus Driver/Operator Professional Qualification

Related Guidelines:

Continuing Education (Advanced) OG 4.07.00 Training



Effective Date: August 15, 2006

Last Revised: August 10, 2010

Approved: Fire Chief Arjuna George

Purpose: To establish guidelines for the continuing education of firefighters.

Scope: All Fire Rescue Personnel

Policy: The Fire Chief along with the Training Officer are responsibly for authorizing advanced training and continuing education for the members within the SSIFR

Procedure:

- Firefighters wishing to take advanced training or continuing education under the SSIFR in the field of fire, medical, or emergency management, shall make a proposal to the Fire Chief and the Training Officer for approval and authorization. Only courses that benefit the community, SSIFR, and the firefighter shall be authorized.
- The Chief may request the firefighter pay for the tuition and once complete and successful the SSIFR will reimburse the firefighter 75% of the tuition costs.
- Not all applications or requests for advanced training may be granted.
- Firefighters who register for a course shall be responsible for attending and completing it. If the firefighter cannot attend the course, and it cannot be filled by another SSIFR student or reimbursed, the firefighter may be responsible for cost recovery.

Reference:

- NFPA 1001 Standard for Fire Fighter Professional Qualifications, 2008 Edition
- NFPA 1001 NFPA 1002: Standard on Apparatus Driver/Operator Professional Qualification
- First Responder Program

Related Guidelines:

BLANK 4.08.00

Training

Effective Date:

Last Revised:



Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy:

Procedure:

- x

Reference:

Related Guidelines:

Live Fire Acquired Structures OG 4.09.00

Training



Effective Date: July 25, 2005

Last Revised: November 27, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure that Fire Training is conducted with the highest degree of personnel safety.

Scope: All Fire Rescue Personnel

Policy: Sites used for Fire Training must be inspected for hazards, exposures, and water supply prior to use. Site preparations must be sufficient to ensure the safety of personnel during training.

Procedure:

STRUCTURE ACQUISITION

- All structures offered to the SSIFR for training purposes shall be subject to review and to be authorized by the Fire Chief.
- Once the structure and surrounding property is deemed suitable by completing a Pre-Acceptance Inspection shall the building be approved for use.
- The SSIFR requires the following documentation prior to training or utilizing the structure:
 - Proof of ownership
 - Proof of Insurance cancellation
 - Demolishing permit (CRD)
 - SSIFR Acquired Structure agreement letter.
 - Consent Letter between owner and SSIFR
 - Clarence letter(s) relating to any Environmental issues
 - Impact review of neighbourhood by owner and Fire Service
 - Photographs prior and after the events of each training for file records
- The hydro, cable, gas, telephone, hazardous materials, shall be removed prior to.
- SSIFR shall ensure the site and structure are prepared in a way to minimize the impact on the environment.
- A hot and cold zone perimeter must be established and marked off. Media and spectators shall not enter the hot zone unless supervised and accompanied with a SSIFR member.
- The SSIFR Acquired Structure Site Preparation checklist shall be performed confirming that all safety and environmental concerns are met. NFPA 1403 shall be the standard in which we inspect the structure for use.

STRUCTURE USE

- The Training Officer shall be responsible for notify neighbouring residence(s) of the acquired structure, prior to Live Fire training.
- RCMP and Fire Dispatch must be notified of the date and the time of the fire training drill.
- Live Fire training shall not be permitted during High and Extreme fire hazard season.
- All acquired structure training evolutions shall comply with NFPA 1403 standards.

- All live fire evolutions shall have qualified instructors in place, and co-ordinate with the Training Officer for burn plans, scenarios. Live fire training instructors shall have a good understanding of live fire evolutions.
- All live fire training evolutions shall have a command structure in place.
- Firefighters who wear a black helmet and have not been formally trained in Live Fire shall be restricted from interior IDLH training.
- A Safety (Manager) shall be established for all Live Fire training evolutions.
- All Live Fire evolutions shall also have a Rapid Intervention Team (RIT) established and ready.
- No live persons shall be permitted to act as patients in Live Fire evolutions.
- No accelerants, or heavy fuel loads shall be permitted to be in the structure at the time of the evolutions.
- Firefighter rehabilitation shall be provided to all members involved in the training evolution.
- All resources shall be response ready that are not involved in the training evolution.

Reference:

- SSIFR Acquired Structure Site Preparation Checklist
- NFPA 1403 Standards on Live Fire Training Evolutions.

Related Guidelines:

Incident Command
 Firefighter Training Standards
 Fire Officer Training
 Firefighter Rehabilitation
 Personal Risk (Rules of Engagement)
 Mayday Procedures
 Incident Safety Manager
 IDLH Structural Entry Requirements
 Air Management
 Self-Contained Breathing Apparatus

Technical Rope Rescue Team Training OG 4.10.00

Training



Effective Date: August 10, 2003

Last Revised: August 9, 2010

Approved: Fire Chief Arjuna George

Purpose: To establish qualification criteria and regular training requirements to maintain a member of the Technical Rope Rescue Team.

Scope: All Fire Rescue Personnel

Policy: To perform as a rescue team member, firefighters shall be certified through a SSIFR recognized institute, complete the in-house training and continue to maintain the skills through regular training.

Procedure:

- SSIFR firefighters interested in becoming a Technical Rope Rescue Team member shall request training through the Training Officer.
- Regular evaluations of all team members will be conducted to ensure skills proficiency.
- Team members are required to participate in rope rescue drills and maintenance training.
- The training program must include simulated rescue or evacuation exercises and regular retraining, appropriate to the type of rescue or evacuation being provided, and training records must be kept.

Reference:

- NFPA 1006 Standard for Rescue Technician Professional
- NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents
- NFPA 1983: Standard on Life Safety Rope and Equipment for Emergency Services

Related Guidelines:

Training Hour Requirements

Inland Water / Ice Rescue Training OG 4.11.00

Training



Effective Date: February 18, 2010

Last Revised: June 22, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure that all SSIFR personnel who operate the inland water / ice rescue boat are adequately trained.

Scope: All Fire Rescue Personnel

Policy: Only those SSIFR members who have completed initial Water Rescue Boat training and who maintain their skills shall be permitted to operate the boat.

Procedure:

- Firefighters must successfully complete and maintain their BC Safe Boaters license to be able to train on the water rescue boat.
- All firefighters must be trained in the following to be qualified for incident responses:
- Boat Trailer Familiarization and Maneuvering training
- First Responder Level III with Spinal and AED endorsements
- Any other courses deemed necessary by the SSIFR and Training Branch.
- All qualified firefighters shall familiarize themselves on the boat and trailer operation on a yearly basis.

Reference:

- Safe Boaters Certificate
- SSIFR Trailer Maneuvering course

Related Guidelines:

Personal Protective Equipment
Trailer Operations
Inland Ice Rescue Operations
Inland Water Rescue Operations
Personal Flotation Devices

Course Postings OG 4.20.00 Training



Effective Date: November 27, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: Guidelines that identified the information that must be available when posting memos for courses.

Scope: All Fire Rescue Personnel

Policy: When posting memos for courses all pertinent information must be available on the memo to reduce confusion and provide the members with some criteria for the training.

Procedure:

When posting memos for courses the following information must be available:

- Date memo posted
- Who is the training intended for (Firefighters, Officers, Recruits)?
- Date of the course
- Location of the course
- Start time of the course
- Length of the course
- Deadline for signing up
- Pre-Requisites
- Type of compensation (i.e. POC Pay Rate, voluntary, Career Lieu Day)
- All other information pertaining to the course (i.e. PPE, books, travel)

The course posting shall be posted in the Training Officers office as well as an email memo notification to all applicable

Reference:

Related Guidelines:

Fire and Life Safety / Prevention (5.00-5.99)

Frequency of Fire Inspections OG 5.01.00

Fire and Life Safety / Prevention



Effective Date: August 12, 2003

Last Revised: January 13, 2011

Approved: Fire Chief Arjuna George

Purpose: To establish a frequency level for fire and life safety inspections by the SSIFR in order to meet the requirements of the Fire Services Act, and BC Fire Code.

Scope: All Fire Rescue Personnel

Policy: All occupancies requiring inspections shall meet the frequency schedule as defined in the Guideline.

Procedure:

- The following frequency of inspections shall be followed to reflect actual fire risk assessments.
- All buildings in the Salt Spring Fire Protection area as defined in the BC Building Code (A-F) shall be inspected at a minimum of once per year. Special event inspections may be required as needed in addition to the yearly inspections.
- Re-inspections shall be performed when required, along with documentation.
- All fire inspection computer data input shall be completed by the Fire Prevention Division staff in conjunction with the Administrative Assistant.
- Pre-Incident Plans shall be completed for all “High Risk” occupancies and “High Hazard” occupancies within the Salt Spring Island Fire Protection District.
- Pre-Incident Plans and Tactical inspections may be performed by general SSIFR members.

Reference:

- BC Fire Code (BCFC)
- BC Building Code (BCBC)
- Fire Services Act
- Fire Underwriters

Related Guidelines:

Pre-Incident Planning

Pre-Incident Planning OG 5.02.00

Fire and Life Safety / Prevention



Effective Date: August 12, 2003

Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To establish a guideline on the development and operational use of Pre-Incident Plans.

Scope: All Fire Rescue Personnel

Policy: Pre-Incident Plans shall be completed for all “High Risk” occupancies within the Salt Spring Island Fire Protection District.

Procedure:

- Pre-incident plans shall be completed as per the SSIFR Pre-Incident template and category matrix.
- The Lieutenant of fire prevention shall be responsible for maintaining current information with the assistance from the Fire Prevention Branch. Pre-Incident plans shall be reviewed annually or if the occupancy is altered.
- Hard paper copies of the Pre-incident plans shall be available on all front-line apparatus that are not equipped with computers / tablets. Digital copies shall be available on all apparatus that are equipped with a computers / tablets.
- All SSIFR members should periodically review their knowledge of the Pre-Incident Plans and the special hazards contained within.
- When possible, Pre-Incident plans shall be incorporated into training plans to ensure understanding.

Reference:

- NFPA 1620. The Standard for Pre-Incident Planning

Related Guidelines:

Fire Investigations OG 5.03.00

Fire and Life Safety / Prevention



Effective Date: February 18, 2010 Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To ensure the Cause and Determination of fires is investigated in a timely manner to prevent future fires or injuries from occurring.

Scope: All Fire Rescue Personnel

Policy: To provide Cause and Determination for all fires, in assistance for future Fire Prevention; stats, reports and activities.

Procedure:

- All fires with action taken by the SSIFR require a Cause and Determination investigation. Each investigation may be in varying degrees depending on the complexity of the incident and investigation.
- Investigations shall be led by a certified Fire Investigator Level 1 at minimum.
- Not all fires will result with a Cause and Determination outcome.
- All reasonable steps and resources will be utilized when conducting a Cause and Determination investigation.
- An Investigation report shall be completed on any fire that requires an investigation. The report shall be completed to the best of the investigators ability and accompanied with digital photographs. A copy of the investigation report shall be filed with the original incident form.
- Reports to the OFC will be managed and forwarded to the OFC from the Inspection / Prevention Division.
- All reports are to be filed and maintained under secure methods, and only with the authorization of the Chief will any records on file be extended for viewing or copying when requested.
- Each fire scene shall be secured until released to another agency. SSIFR may have fire crews conduct the security or the insurance company's contract security company. It is the Commanders discretion on the security needs for each incident. SSIFR members shall be compensated the hourly SSIFR rate.

Reference:

- SSIFR Fire Investigation Report.
- Release of Property to Owner document
- NFPA 921 Guide for Fire and Explosion Investigations
- NFPA 1035 Standard for Professional Qualification for Fire Investigator

Related Guidelines:

Health and Safety at Fire Investigations
Fire Watch Detail

Residential Driveway Inspections OG 5.04.00

Fire and Life Safety / Prevention



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy: Under-Development

Procedure:

Reference:

Related Guidelines:

Category 3 Land Clearing Inspections OG 5.05.00

Fire and Life Safety / Prevention



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose: Under- Development

Scope: All Fire Rescue Personnel

Policy:

Procedure:

Reference:

Related Guidelines:

Fire Hall Tours/Supervision of Visitors OG 5.06.00

Fire and Life Safety / Prevention



Effective Date: June 30, 2017 Last Revised: November 25, 2017

Approved: Fire Chief Arjuna George

Purpose: To ensure that visitors are continually supervised when in any of the Fire Stations, or on the Fire Station properties.

Scope: All Fire Rescue Personnel

Policy: As the Fire Stations and properties are working environments with high risk potential, all visitors must be supervised.

Procedure:

- All visitors must first check in with staff acknowledging their presence at the fire station.
- Visitors are not allowed to enter the workshop, training grounds, storage rooms or apparatus bays unless properly escorted by a fire department member.
- Members shall not allow children to play on, around or with emergency apparatus or equipment unless closely supervised.
- Approved trades, and service workers may work unsupervised at times.
- All visitors must be accompanied with an SSIFR employee when passing through the apparatus bays. The apparatus bays are considered a high-risk area.
- The lunch area / lounge is a safe area where children can be left alone for short periods of time. Firefighters must educate their children on the safety precautions and rules around an active fire station.
- No children under the age of ten (10) shall be left alone unsupervised at any of the stations for long periods of time. The presence of the child cannot disrupt the work environment or negatively affect productivity of the employees. Children who have an illness (i.e. common cold) should not be brought to the firehall.
- Firefighters shall not respond to incidents where they leave their children alone at the fire hall (Children under the age of 10).
- During Fire Station tours, a safety briefing shall be conducted in case of an emergency incident.

Reference:

Related Guidelines:

Public Education Presentations OG 5.07.00

Fire and Life Safety / Prevention



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy: Under-Development

Procedure:

Reference:

Related Guidelines:

Maintenance (6.00-6.99)

Apparatus Out Of Service Criteria OG 6.01.00

Maintenance



Effective Date:

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: The purpose of this policy is to establish criteria for when a fire apparatus is to be taken out of service.

Scope: All Fire Rescue Personnel

Policy: Under-Development

Procedure: xxx

Reference:

Related Guidelines:

Maintenance Records OG 6.02.00

Maintenance



Effective Date: June 19, 2008

Last Revised: August 10, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure that proper maintenance and inspection records are kept for all SSIFR apparatus, support vehicles, trailers, equipment, and personal protective equipment.

Scope: All Fire Rescue Personnel

Policy: All maintenance and inspection records shall be kept on file and maintained as required by Worksafe BC.

Procedure:

- All SSIFR apparatus shall have individual maintenance records showing all defects, inspections, repairs, and general maintenance. A computer data management program shall be used to store, file and organize the apparatus maintenance records.
- All equipment shall be maintained as per manufactures specifications.
- Auto Extrication and small tools shall be inspected and maintained by a qualified technician a minimum of once per year.
- Self-Contained Breathing Apparatus shall be inspected and maintained by a qualified technician a minimum of once per year.
- Ladder testing shall be inspected and maintained by a qualified technician a minimum of once per year.
- All other small tools and equipment shall be maintained as per manufactures specifications and /or on a need's basis.
- All Personal Protective Equipment (P.P.E.) shall be maintained as per the manufacturer's recommendations. All PPE shall be kept clean and washed on a regular basis. Maintenance and inspections of PPE shall be recorded and kept as records.

Reference:

- NFPA
- SSIFR Annual Maintenance Schedule

Related Guidelines:

Ground Ladder Testing and Maintenance
Self-Contained Breathing Apparatus Maintenance
Equipment Maintenance Checks
Extrication Equipment Maintenance
Fire Hydrant Maintenance
Technical Rescue Equipment and Maintenance
Gas Detector Maintenance
Fire Hose Testing
Pump and Preventative Maintenance

Equipment Maintenance Checks OG 6.03.00

Maintenance



Effective Date: August 13, 2003 Last Revised: June 21, 2010

Approved: Fire Chief Arjuna George

Purpose: To establish guidelines to ensure all firefighters follow safe practices when checking portable / fixed equipment and to ensure all equipment is maintained for emergency use.

Scope: All Fire Rescue Personnel

Policy: When there is a potential personal danger associated with the checking of portable / fixed equipment, safety precautions shall be taken. Equipment Checks shall be performed and recorded on a regular basis.

Procedure:

- All equipment shall be inspected a minimum of once per month. The maintenance division shall be responsible for scheduling all equipment. The frontline Engine at Hall#1 and Unit 509's equipment shall be inspected daily as per the daily inspection checklist.
- All equipment shall receive a thorough check prior to starting to ensure that all equipment's noticeable parts are secure.
- Proper safety equipment shall be worn including eye, ear, head, and hand protection. Protective leg chaps are required when operating power saws for maintenance and inspections.
- Any defects shall be documented, and equipment repaired immediately or taken out of service. All out of service equipment shall be tagged with an "Out of Service" tag.
- Lock out procedures shall be followed if working with potential electrical hazards.
- Small Engines shall be run for a minimum of twenty minutes during each equipment check. All small tools, valves, shall be exercised and maintained. A water supply may be needed for testing and maintaining pumps.
- Fuel for all small engines and pumps shall be replaced twice a year and the spare gas marked with fill dates to ensure freshness.
- While testing apparatus and small machines, ensure proper ventilation is considered and all vent openings (doors, windows) are closed and if possible, perform tests away from the openings.
- All apparatus equipment relocations or additions must first be approved by the Chief of Operations.

Reference:

- SSIFR Operational Guidelines
- Occupational Health and Safety Regulations WorkSafeBC
- NFPA 1962 "Care, Use, and Testing of Fire Hose".

Related Guidelines:

Lock Out Procedures
Maintenance Records

Ground Ladder Testing and Maintenance OG 6.04.00

Maintenance



Effective Date: November 27, 2017

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: To establish a policy where all ground ladders are tested annually, after each use and their preventative maintenance.

Scope: All Fire Rescue Personnel

Policy: All ground ladders shall be tested annually. After use ground ladders shall be cleaned, and a general inspection conducted.

Procedure:

Annual Test:

- A certified technician shall perform nondestructive ground ladder testing as per NPFA 1932 annually.
- Any ladder deemed to be not suitable for service, shall be removed and labeled with an “out of service” tag. If the ladder is un-repairable it shall be destroyed to avoid future liability.
- All reports for each ladder shall be maintained on file for a minimum of seven years, or until the unit is removed from service in defiance.

After Use Inspection:

- Ground Ladders shall be inspected after each use as per NFPA 1932. The ladder shall be washed and cleaned of debris prior to inspection. The inspection shall ensure that all components are in good working order and free from damage: (Dents, Bends, Heat stress, and rope damage)
- Rungs, Beams, Halyards and Pulleys, Dawgs, Roof Hooks.

Any ladder deemed to be not suitable for service, shall be removed and labeled with an “out of service” tag. If the ladder is un-repairable it shall be destroyed to avoid future liability.

The upper three rungs shall be continuously covered with a high visibility covering for when ladders are in low visibility locations.

Reference:

- NFPA 1932 Standard on use, Maintenance, and Service Testing of in-service Fire Department Ground Ladders.
- NFPA 1001 Standard for Firefighter Professional Qualifications
- Salt Spring Fire Rescue Joint Health and Safety Committee
- Occupational Health and Safety Regulations WorkSafeBC

Related Guidelines:

Maintenance Records

Equipment Maintenance Checks

Pump and Tank Preventative Maintenance OG 6.05.00

Maintenance



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy: Under-Development

Procedure:

Put into pump when performing pre trip air brakes inspections

Reference:

Related Guidelines:

Vehicle Maintenance OG 6.06.00

Maintenance



Effective Date: Last Revised:

Approved: Fire Chief Arjuna George

Purpose:

Scope: All Fire Rescue Personnel

Policy: Under-Development

Procedure:

Reference:

Related Guidelines:

Self-Contained Breathing Apparatus Maintenance OG 6.07.00

Maintenance



Effective Date: February 18, 2010 Last Revised: June 22, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure that all Self-Contained Breathing Apparatus (SCBA) are properly cleaned and maintained to provide for safe operation and use.

Scope: All Fire Rescue Personnel

Policy: All SCBA shall be cleaned and maintained in accordance to manufactures specifications and the SSIFR Respiratory Protection Program.

Procedure:

- All SCBA shall be cleaned and inspected after each use in accordance to NFPA 1852 "Standard on Selection, Care, and maintenance of Open Circuit SCBA".
- Records of maintenance, repairs, and inspections shall be kept on each SCBA unit, air bottle, and mask, in accordance to NFPA 1852 "Standard on Selection, Care, and maintenance of Open Circuit SCBA:
- Voice Amplifiers and heads up displays shall be removed prior to mask washing.
- SCBA bottles shall be maintained as per the manufacturer's specifications.

Reference:

- NFPA 1852 Standard on Selection, Care, and maintenance of Open Circuit SCBA.
- NFPA 1981 Standard on Open-Circuit Self Contained Breathing Apparatus (SCBA) for Emergency Services
- NFPA 1982 Standard on Personal Alert Safety Systems (PASS)
- NFPA Standard on Breathing Air Quality for Emergency Services Respiratory Protection
- NFPA 1001 Standard for Firefighter Professional Qualifications
- SSIFR Respiratory Protection Program

Related Guidelines:

Personal Protective Equipment
Self-Contained Breathing Apparatus (SCBA)
Maintenance Records
Equipment Maintenance Checks

Gas Detector Maintenance OG 6.08.00

Maintenance



Effective Date: February 18, 2010

Last Revised: August 10, 2010

Approved: Fire Chief Arjuna George

Purpose: To establish a guideline for the regular preventative maintenance and testing of the Gas Detector device.

Scope: All Fire Rescue Personnel

Policy: The gas detector shall be maintained and tested as per manufacturer's recommendations.

Procedure:

- A weekly detector calibration shall be performed as per manufactures specifications.
- A pre use Bump Test shall be performed in clean air as per manufactures recommendations.
- Avoid over saturation of gases while testing or training to avoid sensory overload and malfunction
- Records shall be kept of each Calibration and Bump Test by the maintenance division.
- Batteries shall be cycled to ensure they are fully charged when needed.

Reference:

- Gas Detector Manual
- NFPA 1404 Standard for Fire Service Respiratory Protection Training
- SSIFR Respiratory Protection Program
- Salt Spring Fire Rescue Joint Health and Safety Committee
- Occupational Health and Safety Regulations WorkSafe BC

Related Guidelines:

Gas Detector

Fire Hose Testing OG 6.09.00

Maintenance



Effective Date: February 19, 2019

Last Revised: June 14 2020

Approved: Fire Chief Arjuna George

Purpose: To establish guidelines to ensure that all Fire Department hose is always maintained in the best condition

Scope: All Fire Rescue Personnel

Policy: All types of fire hose shall be inspected annually, and regularly pressure tested.

Procedure:

- Extreme caution and safety shall be demonstrated when conducting Hose Testing operations. Members shall be in appropriate personal protective equipment and conduct the tests in a safe, secure area.
- When a fire hose is purchased it shall be marked with the year of purchase using a permanent marker near the female couple. A cross section of new hose shall be tested prior to the hose going into service.
- All existing fire hose shall be marked with the date of test with permanent marker at a coupling end.
- All fire hose shall be regularly inspected and follow NFPA guidelines 1962 “Care, Use, and Testing of Fire Hose”.
- All hose shall be tested via an approved hose tester pump not from a Fire Apparatus pump.
- If a failure is to be found, the fire house shall be taken out of service, and destructed.
- All fire hose shall have history files kept for its lifespan detailing each inspection and test.

Reference:

- Occupational Health and Safety Regulations WorkSafeBC
- NFPA 1962 Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles and Fire Hose Appliances.
- NFPA 1961 Standard on Fire Hose

Related Guidelines:

Maintenance Records

Personal Protective Equipment (PPE)

Extrication Equipment Maintenance OG 6.10.00

Maintenance



Effective Date: July 16, 2002

Last Revised: February 18, 2010

Approved: Fire Chief Arjuna George

Purpose: To ensure that all auto extrication and hydraulic tools are properly cleaned and maintained on a regular basis for safe operations.

Scope: All Fire Rescue Personnel

Policy: The Officer in charge during rescue extrication training and after each emergency shall ensure that the equipment is thoroughly inspected and readied for service and any deficiencies are either rectified or reported immediately to the Chiefs Office. All hydraulic rescue tools shall be inspected yearly by a qualified technician.

Procedure:

Hand Tools: (*prying, cutting, striking and punching*) Confirm all hand tools are accounted for. Visually inspect for chips, cracks or a change in form which would restrict the function of the equipment and ensure all cutting edges are sharp.

Air Equipment: (*air chisels and air bags*) Account for all parts and components of air assemblies and ensure they are free of rust, dirt or mildew. Ensure air hoses and air bags are free of chemical or oil residue. Wash with a mild soap solution as necessary. Inspect all components for wear, cuts or abrasions. Ensure hose lines will attach properly to appliances and regulators and are free from leaks. Equipment is stored on vehicles in a dry condition, free of dirt and with air cylinders filled to maximum rated capacity.

Hydraulic Equipment: (*spreaders, cutters and rams*) are to be operated to ensure smooth operation. Check for leaks of pistons and seals. An inspection criterion for components is to be carried out as follows.

Spreaders-visually inspected for damage to tips.

Cutters-visually inspected for nicks, cracks or damage to cutting blades

Rams-visually inspect for damage or leaks to pistons and seals

Chains-visually inspect for cracked or stretched links.

Power Head-visually inspected for leaks in fuel, lubrication and hydraulic systems. Ensure all liquid levels are full.

Ensure all structural components and exhaust system are damage free.

Hose Assemblies:

Visually inspect all hose assemblies and notify the Chiefs Office for replacement or repair for assemblies that:

Show signs or are suspected of being kinked

The outer cover has been cut or worn and the inner reinforcing fibers are exposed.

Show any signs of outer cover deterioration or bubbling underneath the outer cover.

Show any signs of leakage at the fitting or from the hose cover

Ensure the spring guards are secured snugly against the hose fitting. The spring should return backover the fitting in a free state. If it does not, notify the Chiefs Office.

All extrication equipment shall be inspected and tested annually by a certified technician with repairs being made as needed

Reference:

- Salt Spring Fire Rescue Joint Health and Safety Committee
- Occupational Health and Safety Regulations WorkSafeBC
- NFPA 1936 Standard on Rescue Tools

Related Guidelines:

Maintenance records

Equipment Maintenance Checks

Motor Vehicle Extrication (MVI)

Technical Rescue Equipment Maintenance OG 6.11.00

Maintenance



Effective Date: April 10, 2003 Last Revised: Dec 12, 2019

Approved: Fire Chief Arjuna George

Purpose: To ensure that all SSIFR technical rescue equipment meets or exceeds WorkSafeBC regulations and the manufactures requirements for maintenance, and retirement criteria.

Scope: All Fire Rescue Personnel

Policy: All SSIFR Technical Rescue equipment shall be catalogued as to its maintenance and retirement criteria as defined by NFPA, WorkSafeBC, and the manufactures recommendations.

Procedure:

Equipment

- Equipment must not be used after it
 - has been overstressed,
 - has been subject to temperatures above 150°C (300°F), or
 - shows significant damage due to contact with chemicals or due to any other cause.
- Maintenance records must be available upon request to any worker concerned with the safe operation of the equipment or to an officer. Records includes:
 - the date of the last inspection and name of the inspecting person,
 - any damage suffered, and
 - the date and nature of any of maintenance.

Equipment used for a rope access system must be: (as per WorkSafeBC)

- inspected for defects by a person intending to use the rope access system before the rope access system is first used on each work shift,
- inspected in the manner and at the frequency required by the manufacturer of the equipment, and
- kept free from substances and conditions that could contribute to the deterioration of the equipment.

Equipment used for a rope access system must be removed from service:

- as specified by the manufacturer of the equipment, or
- if the equipment is defective.
- Equipment that is removed from service must not be returned to service until it has been inspected and recertified, by the manufacturer or a professional engineer, as meeting the requirements of section 34.9.

Reference:

- NFPA 1006 Standard for Rescue Technician Professional
- NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents
- NFPA 1858 Standard on Selection, Care and Maintenance of Life Safety Rope and Equipment for Emergency Services.
- NFPA 1983: Standard on Life Safety Rope and Equipment for Emergency Services
- WorkSafeBC
- Manufactures Specifications

Related Guidelines:

Equipment Maintenance

Maintenance Records

Fire Hydrant Maintenance OG 6.12.00

Maintenance



Effective Date: July 16, 2002

Last Revised: June 21, 2010

Approved: Fire Chief Arjuna George

Purpose: To establish fire hydrant maintenance and preventative maintenance. Guideline includes fire hydrants, dry hydrants, and approved storage tanks.

Scope: All Fire Rescue Personnel

Policy: Fire Hydrants shall be inspected regularly as staffing resources allow.

Procedure:

- Hydrants shall be painted as per Fire Hydrant Colour Coding guideline.
- After each use the hydrants shall be checked for proper drainage
- The vegetation around the hydrant shall be kept clear as needed.
- Personnel noting hydrants that need maintenance shall notify the maintenance career staff.
- Hydrant on 6" mains shall have a full inspection performed on a regular basis. Dry Hydrants and Storage tanks shall be inspected once a year.
- Dry Hydrants shall be back flushed annually and kept clear from obstructions.
- Records for all inspections, back flushes and maintenance shall be recorded by the maintenance division.
- Approved water storage tanks and Dry Hydrants shall be identified with a SSIFR water supply sign.
- Private Hydrants shall be inspected as per the BC Fire Code and is the responsibility of the owner to maintain.

Reference:

- SSIFR Operational Guidelines
- BC Fire Code

Related Guidelines:

AED Maintenance Checks OG 6.13.00

Maintenance



Effective Date: February 18, 2010

Last Revised: August 9, 2010

Approved: Fire Chief Arjuna George

Purpose: To provide guidelines and procedures for regular maintenance, testing and record keeping for the SSIFR AED units.

Scope: All Fire Rescue Personnel

Policy: All AED units shall be inspected at a minimum of once per month or after each use. Records shall be kept for all inspections, maintenance, and use of a SSIFR AED.

Procedure:

- AED units shall be inspected at a minimum of once per month and the Inspection Log completed and forwarded to the Maintenance Division.
- All testing and maintenance shall be in accordance to the manufacturer's guidelines.
- All units shall be professionally tested and inspected once per year.
- Records of inspections, maintenance and use shall be kept on file by the Maintenance Division.

Reference:

- Global Medical Services (Forms P101 –P102)
- AED Life Pak 500 Manual

Related Guidelines:

AED Usage

Care & Maintenance of PPE OG 6.13.00

Maintenance



Effective Date: 2020

Last Revised:

Approved: Fire Chief Arjuna George

Purpose: The purpose of these Standard Operating Procedures is to establish a program for structural and proximity firefighting protective coats, pants, hoods, helmets, gloves and boots to reduce the safety and health risks associated with these items when they are poorly maintained, contaminated or damaged.

Scope: All Fire Rescue Personnel

Policy: This document complies with *NFPA 1851 Standard on Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, 2014 Edition*.

This document describes the program parts, establishes program procedures and assigns roles and responsibilities to all uniformed members of Salt Spring Island Fire Rescue for implementing and maintaining the program.

It is the objective of the program to provide protective ensembles that are appropriate for their intended use.

It is the objective of the program to set requirements for the proper handling, care, maintenance and retirement of protective ensembles.

Procedure:

1. Program Parts

The program consists of the following parts:

- The compilation and maintenance of records
- Protecting the public and personnel from contamination
- The selection process related to structural and proximity fire fighting ensembles
- Inspection for soiling, contamination and damage
- Cleaning and decontamination
- Repairing damaged ensembles
- Storage while on duty and off duty
- Retirement, disposition and special incident procedure

OPTION A: (Please select Option A or B and delete the other)

Fire Department Name will outsource parts of the program. Contractor Name, Address will provide (choose from the following and delete other options):

- Advanced Inspection (reference Section 4.3)

- Complete Liner Inspection (reference Section 4.3)
- Cleaning and Decontamination (reference Section 5.1 through 5.4)
- All Garment Repairs (reference Section 6.1 through 6.3)

Contractor Name has been verified by a third-party certification organization for performing Advanced Inspection, Advanced Cleaning and Garment Repairs. A copy of Contractor Name verification certificate is filed Location.

OPTION B: (Please select Option A or B and delete the other)

Fire Department Name has designated personnel who have been trained to provide in-house (choose from the following and delete other options):

- Advanced Inspection (reference Section 4.3)
- Complete Liner Inspection (reference Section 4.3)
- Cleaning and Decontamination (reference Section 5.1 through 5.4)
- Basic Repairs (Reference Section 6.1 through 6.2)

A list of trained personnel and proof of training documents are filed Location.

2. Records

Records will be kept for all structural fire fighting protective equipment in use. This includes all protective coats, pants, hoods, helmets, gloves and boots permanently assigned to uniformed personnel, as well as items available for temporary use.

At time of issue, the Person/Dept Responsible for Issue will record on Document Name or Number or into the Name system:

- Person to whom the element is issued
- Date and condition when issued
- Manufacturer and model name
- Manufacturer's identification number
- Month and year of manufacture

While in use, all maintenance events will be recorded.

OPTION A: (Please select Option A or B, or applicable sections from both and delete the non-applicable Option or sections)

Person/Dept Contact for Contractor will record upon sending to Contractor Name on Document Name or Number or into the Name system:

- Date(s) sent and contractor used for services
- Reason for services

Contractor Name will be responsible for records pertaining to the services they provide. These include (choose from the following for outsourced services and delete other options):

- Date(s) and findings of advanced inspections
- Dates(s) and findings of advanced cleaning or decontamination
- Date(s) of repair(s) and description of repair(s)

OPTION B: (Please select Option A or B, or applicable sections from both and delete the non-applicable Option or sections)

Trained Person(s) Responsible for Maintenance will record on Document Name or Number or into the Name system:

- Date(s) and findings of advanced inspections
- Dates(s) and findings of advanced cleaning or decontamination
- Reason for advanced cleaning or decontamination
- Date(s) of basic repair(s) and description of repair(s)
- Date(s) of advanced and moisture barrier repair(s), contractor that performed repair(s) and description of repair

After items have reached their useful life per criteria established in this document (reference Section 8.2), the Person Responsible for Retirement will record on Document Name or Number or into the Name system:

- Date of retirement
- Date and method of disposal

All records will be kept on file for 12 months after the item has been retired, and then stored for a minimum of 5 years.

3. Manufacturer's Instructions

Manufacturer Care and Use Manuals are attached to all new NFPA 1971 compliant structural fire fighting protective equipment. When issuing new protective equipment, The Issuing Person will provide the member to whom they have been issued with the Care and Use Manual.

It is the responsibility of the uniformed member to read Manufacturer Care and Use Manuals.

Manufacturer care and maintenance instructions must be followed.

A reference copy of the Manufacturer Care and Use Manual will be available at Location.

4. Protecting the Public and Personnel from Contamination

Structural fire fighting protective equipment that has been determined to be soiled or contaminated must be removed from service, and cleaned or decontaminated.

Structural fire fighting protective equipment must not be worn or stored in fire department living quarters.

Structural fire fighting protective equipment must not be taken home, washed at home or washed in public laundries.

The public must not be exposed to potentially soiled or contaminated structural fire fighting protective equipment except during emergency operations.

5. Reporting Personal Protective Equipment Health and Safety Concerns

Officer in Charge should fill out Document Name or Number when a member notifies him/her of a protective equipment health and safety concern and send to Person responsible for Health and Safety.

Person responsible for Health and Safety must report in writing all known or suspected element failures to the manufacturer and the certification organization.

Section 3: Selection

1. Committee

A personal protective equipment committee will be established to administer the process of selecting ensemble and ensemble elements.

The committee will consist of members who are interested in and have knowledge of personal protective equipment and applicable NFPA standards.

The committee will consist of enough members to accomplish the required tasks.

The committee leader will be the Fire Department Name Title.

2. Risk Assessment

Before starting the selection process, the committee will perform a risk assessment. The committee will determine the best method for sourcing, compiling and evaluating the information. The risk assessment must include as a minimum:

- Types of duties performed
- How often personal protective equipment is used
- Operational strategy and tactics
- Geographical location and climate
- Emergency hazards likely to be encountered
- Fire Department Name product experiences

The risk assessment must be documented for later reference and/or review.

3. Field Evaluation

After evaluation of the risk assessment, the committee will contact manufacturers for participation in a field evaluation. The committee will inform manufacturers of the performance requirements and any preferences in design or fabric composition.

Test participants will be selected based on:

- Willingness to participate
- Objectivity
- Level of operational activity
- Position within the department
- Age and gender

Participants will test each model of each manufacturer under consideration.

An evaluation form must be used to rate characteristics considered important by the committee. The participants will fill out the forms at least twice during the test and once upon completion (see page 34 Appendix B: Turnout Wear Test Evaluation).

The committee will establish the duration of the field evaluation.

The committee will address any fit issues before the test begins.

Upon conclusion, the committee will analyze the results.

4. Specifications

The purchase specifications will indicate the committee's choices for the following required NFPA 1971 ensemble element components:

- 1) Garments
 - a) Outer shell material: fabric, weight, color
 - b) Thermal liner material
 - c) Moisture barrier material: substrate, film or coating
 - d) Trim: configuration, material, color
 - e) Closure system
 - f) Wristlets: material, design
- 2) Hoods
 - a) Material
 - b) Face opening design
- 3) Gloves
 - a) Composite materials
 - b) Wristlet or gauntlet
 - c) Wristlet material

- 4) Helmets
 - a) Material
 - b) Color
 - c) Retention system
 - d) Trim color and configuration
 - e) Ear cover material and dimension
 - f) Eye protection
- 5) Boots
 - a) Composite materials

The specifications can also include other performance requirements or features such as:

- Design or style requirements
- Customizations such as pockets, areas of enhanced insulation, lumbar support systems, etc.
- Weight reduction
- Interface requirements and coat hem rise
- Custom size requirements
- Other requirements deemed important by the committee

Other items that can be included in the specification include manufacturer requirements such as warranty, references, or service requirements such as cleaning, inspection and repair.

Section 4: Inspection

1. General Information

The purpose of inspection is to determine whether personal protective equipment has soiling, contamination or damage that makes it unsafe for use or could eventually result in making it unsafe for use.

When appropriate, universal precautions must be used.

If personal protective equipment is found to be soiled or contaminated, it must be cleaned or decontaminated before further inspection. Guidelines for determining whether ensemble elements should be cleaned are in Section 5.4.

2. Routine Inspection

Routine inspection is the responsibility of each member of the Fire Department Name who has been issued personal protective equipment.

Routine inspection must be performed after each use and after each exposure to an event that could result in soiling or damage.

Performing a brief inspection before the start of each duty day is encouraged.

Protective coats and pants should be inspected for the following:

- Soiling
- Contamination
- Physical damage
 - Rips, tears and cuts
 - Damaged or missing hardware and closures
 - Thermal damage
- Damaged or missing trim
- Seams becoming un-sewn and missing or broken stitches
- Correct assembly of shell, liner and Drag Rescue Device (DRD)

DRDs should be inspected for the following:

- Installation in coat
- Soiling
- Contamination
- Physical damage
 - Cuts, tears, punctures, cracking or splitting
 - Thermal damage
 - Seams becoming un-sewn and missing or broken stitches

Hoods should be inspected for the following:

- Soiling
- Contamination
- Physical damage
 - Rips, tears and cuts
 - Thermal damage
- Stretching or elongation of the face opening
- Seams becoming un-sewn and missing or broken stitches

Helmets should be inspected for the following:

- Soiling
- Contamination
- Physical damage to the shell
 - Cracks, crazing, dents and abrasion
 - Thermal damage
- Physical damage to the earflaps
 - Rips, tears and cuts
 - Thermal damage
- Damaged or missing components of the suspension and retention systems
- Damage or missing components of the faceshield or goggles
- Damaged or missing reflective trim
- Seams becoming un-sewn and missing or broken stitches

Gloves should be inspected for the following:

- Soiling
- Contamination
- Physical damage
 - Rips, tears and cuts
 - Thermal damage
 - Inverted liner
- Shrinkage
- Loss of flexibility and/or loss of elasticity of the wristlet
- Seams becoming un-sewn and missing or broken stitches

Boots should be inspected for the following:

- Soiling
- Contamination
- Physical damage
 - Cuts, tears and punctures
 - Thermal damage
 - Exposed or deformed steel toe, steel midsole or shank
- Loss of water resistance
- Closure damage or not functioning
- Seams becoming un-sewn and missing or broken stitches

Additionally, interface components should be inspected to ensure that they continue to provide proper interface.

Members who suspect that a problem exists should inform the Officer in Charge. The Officer in Charge should fill out Document Name or Number and send to Safety Officer or Dept to request an advanced inspection.

3. Advanced Inspection and Complete Liner Inspection

Advanced inspections will be conducted at a minimum of every 12 months, or whenever routine inspections indicate that a problem exists. A complete liner inspection will be performed along with the advanced inspection on all structural fire fighting coats and pants that have been in service for three years or more.

OPTION A: (Please select Option A or B and delete the other)

Fire Department Name has designated personnel who have been trained to provide advanced inspection. Annual advanced inspection will be coordinated by the Safety Officer or Dept. Each member of the Fire Department Name who has been issued personal protective equipment will be notified on Document Name or Number of the date, time and location of the advanced inspection. All members must submit all personal protective equipment issued to them for inspection. Members who cannot submit their issue of personal protective equipment at the noted date, time and location must notify the Safety Officer or Dept in advance and request rescheduling.

Trained Person(s) Responsible for Maintenance will record on Document Name or Number or into the Name system:

- Date(s) and findings of advanced inspections
- Dates(s) and findings of advanced cleaning or decontamination
- Reason for advanced cleaning or decontamination
- Date(s) of basic repair(s) and description of repair(s)
- Date(s) of advanced and moisture barrier repair(s), contractor that performed repair(s) and description of repair

Protective coats and pants must be inspected for the following:

- Soiling
- Contamination
- Physical damage
 - Rips, tears and cuts
 - Damaged or missing hardware
 - Thermal damage
- Loss of moisture barrier integrity
 - Rips, tears, cuts or abrasions
 - Discoloration
 - Thermal damage
- Evaluation of system fit and coat/pants overlap
- Seams becoming un-sewn and missing or broken stitches
- Loss of material integrity
 - Discoloration
 - Change in texture
 - Material strength
 - Loss or shifting of liner material
- Loss of wristlet integrity
 - Loss of elasticity
 - Stretching
 - Runs, cuts or burn holes
- Damaged or missing trim
- Label legibility and attachment
- Hook and loop functionality
- Liner attachment systems
- Closure system functionality
- Accessories for compliance
- Correct assembly of shell, liner and Drag Rescue Device (DRD)

Protective coats and pants must have the following additional evaluations:

- Light evaluation of liners (all garments)
- Leakage evaluation (garments in service less than three years)

Protective coats and pants in service three years or more must have a complete liner inspection that requires separating the moisture barrier from the thermal liner and inspecting for:

- Physical damage to all layers (all sides)
 - Rips, tears, cuts and abrasions
 - Thermal damage
- Seams becoming un-sewn, missing or broken stitches and missing or loose seam tape
- Material physical integrity
 - UV or chemical damage
 - Changes in material texture
 - Loss of material strength
 - Loss or shifting of liner material
- Delaminating of film from substrate, flaking or powdering
- Label legibility
- Water barrier penetration evaluation (hydrostatic testing)

DRDs must be inspected for the following:

- Installation in coat
- Soiling
- Contamination
- Physical damage
 - Cuts, tears, punctures, cracking or splitting
 - Thermal damage
 - Seams becoming un-sewn and missing or broken stitches

Hoods must be inspected for the following:

- Soiling
- Contamination
- Physical damage
 - Rips, tears and cuts
 - Thermal damage
- Shrinkage
- Loss of material elasticity or stretching out of shape
- Stretching or elongation of the face opening
- Seams becoming un-sewn and missing or broken stitches
- Label legibility

Helmets must be inspected for the following:

- Soiling
- Contamination
- Physical damage to the shell
 - Cracks, crazing, dents and abrasion
 - Thermal damage
- Physical damage to the earflaps
 - Rips, tears and cuts
 - Thermal damage
- Damaged or missing components of the suspension and retention systems
- Functionality of the suspension and retention systems
- Damage or missing components of the faceshield or goggles
- Functionality of the faceshield or goggles
- Damage to the impact cap
- Damaged or missing reflective trim
- Accessories for compliance
- Seams becoming un-sewn and missing or broken stitches
- Label legibility

Gloves must be inspected for the following:

- Soiling
- Contamination
- Physical damage
 - Rips, tears and cuts
 - Thermal damage
 - Inverted liner
- Shrinkage
- Loss of flexibility and/or loss of elasticity of the wristlet
- Seams becoming un-sewn and missing or broken stitches
- Label legibility

Boots must be inspected for the following:

- Soiling
- Contamination
- Physical damage
 - Cuts, tears and punctures
 - Thermal damage
 - Exposed or deformed steel toe, steel midsole or shank
- Loss of water resistance
- Closure damage or not functioning
- Excessive tread wear
- Condition of lining
 - Tears
 - Excessive wear
 - Separation from outer layer
- Heel counter failure
- Accessories for compliance
- Seams becoming un-sewn and missing or broken stitches
- Label legibility

Interface components must be inspected for the following:

- Soiling
- Contamination
- Physical damage
- Loss or reduction in properties that allow component to be effective as an interface
- Seams becoming un-sewn and missing or broken stitches
- Label legibility

OPTION B: (Please select Option A or B and delete the other)

Fire Department Name has contracted with Contractor Name for the provision of advanced cleaning and inspection or advanced inspection. Annual advanced cleaning and inspection or advanced inspection will be coordinated by the Safety Officer or Dept. Each member of the Fire Dept Name who has been issued protective ensemble or ensemble elements will be notified on Document Name or Number of the date that ensemble or ensemble elements must be (choose from the following and delete other options):

- Made available for pickup
- Dropped off at Named Location
- Other

All members must submit all ensemble and ensemble elements issued to them for advanced cleaning and inspection or advanced inspection. Annual advanced cleaning and inspection or advanced inspection are conducted during off-duty hours. Therefore, members who are on duty on their scheduled date or on any of the X days following their scheduled date must notify the Safety Officer or Dept in advance and request rescheduling.

Person/Dept Contact for Contractor will record upon sending to Contractor Name on Document Name or Number or into the Name system:

- Date(s) sent and contractor used for services
- Reason for services

Contractor Name will be responsible for records pertaining to the services they provide. These include (choose from the following and delete other options):

- Date(s) and findings of advanced inspections
- Dates(s) and findings of advanced cleaning or decontamination
- Date(s) of repair(s) and description of repair(s)

Section 5: Cleaning and Decontamination

1. General Information

The purpose of cleaning is to remove substances that could affect the performance of ensembles or personal protective equipment and to remove substances that are potentially hazardous to the user.

2. Routine Cleaning

Routine cleaning is the responsibility of each member of the Fire Dept Name who has been issued personal protective equipment. It is a light cleaning performed by the member without the elements being taken out of service.

Routine cleaning must be performed after each use and immediately after an emergency response to remove surface contaminants before they set in.

Personal protective equipment should be cleaned as follows:

- Locate and read the manufacturer's label for instructions on cleaning and drying
- Brush off dry debris
- Rinse off other debris with a garden hose
 - High velocity water jets shall not be used
- Gently brush with a soft bristle brush when necessary and rinse again

If further cleaning is necessary, the following utility sink procedure should be used:

- Protective gloves and safety glasses must be worn
- Pre-treat heavily soiled areas or spots with Name of Cleaning Product
 - Do not use chlorine bleach
- Use warm water that does not exceed 40° C (105° F)
- Gently brush with a soft bristle brush
- Rinse thoroughly
- Air dry by hanging or placing in Designated Location
 - Do not dry in the sun
- Inspect for cleanliness

If the above cleaning procedures have not rendered the element clean enough for service, the element must be taken out of service and subjected to an advanced cleaning.

3. Advanced Cleaning

Advanced cleaning will be conducted at a minimum of every 12 months, or whenever personal protective equipment is soiled to the extent that soil cannot be sufficiently removed by routine cleaning. Advanced cleaning is a thorough cleaning that requires personal protective equipment to be taken out of service.

Advanced cleaning procedures are based on each protective equipment element's manufacturer's care instructions. Therefore, they must be updated by the Safety Officer or other designated person whenever new personal protective equipment is purchased.

The following guidelines should be used by members to determine if personal protective equipment is soiled to the extent that advanced cleaning is necessary:

- Obvious odor that cannot be removed with routine cleaning or indicates contamination (diesel fuel for example)
- Visible soil that cannot be sufficiently removed with routine cleaning
- Known exposure to hazardous chemicals
- Known exposure to bio-hazards
- At the time of advanced inspection, personal protective equipment has not been subjected to an advanced cleaning in the preceding 12 months

OPTION A: (Please select Option A or B and delete the other)

Fire Dept Name has designated personnel who have been trained to perform advanced cleaning. Annual advanced cleaning will be conducted at the time of advanced inspection unless, during the course of duty, elements become soiled to the extent that an advanced cleaning is necessary. Members who are issued personal protective equipment that is not scheduled for advanced inspection, but meet criteria set out in the guidelines for advanced cleaning, must notify the Officer in Charge. The Officer in Charge must complete Document Name or Number and submit to the Safety Officer or Dept. Upon approval, the Safety Officer or Dept. will arrange for an advanced cleaning to be performed.

All members must submit all personal protective equipment issued to them for advanced cleaning or advanced cleaning and inspection. Annual advanced cleaning or advanced cleaning and inspection is conducted during off-duty hours. Therefore, members who are on duty on their scheduled date or on any of the X days following their scheduled date must notify the Safety Officer or Dept. in advance and request rescheduling.

Members who are issued personal protective equipment that is not scheduled for advanced cleaning or advanced cleaning and inspection, but meet criteria set out in the guidelines for advanced cleaning, must notify the Officer in Charge. The Officer in Charge must complete Document Name or Number and submit to the Safety Officer or Dept. Upon approval, the Safety Officer or Dept. will arrange for an advanced cleaning to be performed.

Trained Person(s) Responsible for Maintenance will record on Document Name or Number or into the Name system:

- Date(s) and findings of advanced inspections
- Dates(s) and findings of advanced cleaning or decontamination
- Reason for advanced cleaning or decontamination
- Date(s) of basic repair(s) and description of repair(s)
- Date(s) of advanced and moisture barrier repair(s), contractor that performed repair(s) and description of repair

The following procedures must be used for advanced cleaning of protective coats and pants:

Prepare washer-extractor if previous use has been for something other than personal protective equipment

- Run empty machine through a complete laundry cycle with detergent on hot water temperature setting

Prepare garments for laundering

- Protective gloves and safety glasses must be worn
- Remove all items from pockets
- Separate the liner from the shell and turn liner inside out
- Remove the DRD from the coat
- Pre-treat heavily soiled areas or spots with Name of Cleaning Product
 - Do not use chlorine bleach
- Using a tag gun, attach a laundry tag to each component
 - To avoid puncturing the moisture barrier, tags should be attached on the coat liner pocket and above the top seam on the waist of the pants liner
- Secure all closures, pocket flaps, collars, hardware, etc.
- Place DRDs into mesh bag
- Create wash loads of like components. For example, all shells or all liners

Load washer-extractor with wash load created from like components

- Wash load must not exceed weight capacity of machine
- Select appropriate wash cycle from the program guide posted on washer-extractor door
- Add Name of Cleaning Product into the detergent compartment
 - Do not exceed level of measurement recommended by detergent guide posted on washer-extractor door

After wash cycle has completed, remove garments for drying

- Air dry by hanging in Designated Location
 - Do not dry in the sun

After coats and pants are dry, proceed with advanced inspection.

The following procedure must be used for advanced cleaning of hoods:

Hoods may be washed with coat and pant liners

The following procedures must be used for advanced cleaning of helmets:

Prepare helmet for cleaning

- Protective gloves and safety glasses must be worn
- Disassemble helmet components

To clean the helmet shell

- Fill utility sink with warm water and Measurement of Name of Cleaning Product
 - Use a sponge to wipe off contaminants and soil from helmet shell
 - Rinse with clean water
 - Dry shell with soft towel or air dry at room temperature

To clean helmet components

- Fill utility sink with warm water and Measurement of Name of Cleaning Product
 - Immerse browpad, ratchet pad and ear covers into sink and hand wash
 - Rinse with clean water
 - Air dry by hanging in Designated Location
 - Do not dry in the sun

To clean faceshield or goggles

- Fill utility sink with warm water and Measurement of Name of Cleaning Product
 - Immerse faceshield and clean with sponge
 - Rinse with clean water
 - Dry with soft towel

The following procedures must be used for advanced cleaning of gloves:

- Do not machine wash
- Fill utility sink with warm water and Measurement of Name of Cleaning Product
- Gently scrub gloves with a soft bristle brush
- Rinse with clean water
- Air dry by hanging in Designated Location
- Do not dry in the sun

The following procedure must be used for advanced cleaning of boots:

- Do not machine wash
- Fill utility sink with warm water and Measurement of Name of Cleaning Product
- Gently scrub boots with a soft bristle brush
- Rinse with clean water
- Dry with soft towel or air dry at room temperature
- Do not dry in the sun

OPTION B: (Please select Option A or B and delete the other)

Fire Dept Name has contracted with Contractor Name for the provision of advanced cleaning or advanced cleaning and inspection. Annual advanced cleaning or advanced cleaning and inspection will be coordinated by the Safety Officer or Dept. Each member of the Fire Dept. Name who has been issued personal protective equipment will be notified on Document Name or Number of the date that personal protective equipment must be (choose from the following and delete other options):

- Made available for pickup
- Dropped off at Named Location
- Other

All members must submit all personal protective equipment issued to them for advanced cleaning or advanced cleaning and inspection. Annual advanced cleaning or advanced cleaning and inspection is conducted during off-duty hours. Therefore, members who are on duty on their scheduled date or on any of the X days following their scheduled date must notify the Safety Officer or Dept. in advance and request rescheduling.

Members whose issued personal protective equipment is not scheduled for advanced cleaning or advanced cleaning and inspection, but meet criteria set out in the guidelines for advanced cleaning, must notify the Officer in Charge. The Officer in Charge must complete Document Name or Number and submit to the Safety Officer or Dept. Upon approval, the Safety Officer or Dept. will arrange for an advanced cleaning to be performed.

Person/Dept Contact for Contractor will record upon sending to Contractor Name on Document Name or Number or into the Name system:

- Date(s) sent and contractor used for services
- Reason for services

Contractor Name will be responsible for records pertaining to the services they provide. These include [\(choose from the following and delete other options\)](#):

- Date(s) and findings of advanced inspections
- Date(s) and findings of advanced cleaning or decontamination
- Date(s) of repair(s) and description of repair(s)

4. Decontamination

Decontamination is a specialized cleaning of personal protective equipment that is known or suspected to be contaminated with hazardous materials. Personal protective equipment will be evaluated on the scene by the Safety Officer or Other to assess extent of contamination. The Safety Officer or Other will determine whether the elements need to be isolated, tagged and bagged on scene and sent to Contractor Name for decontamination.

Personal protective equipment contaminated by CBRN terrorism agents must be immediately retired upon confirmed exposure.

Section 6: Repairs

1. General Information

The purpose of repair is to correct damage to ensure that personal protective equipment performs at a serviceable level. Unrepaired damage can make them unsafe for use or eventually result in making them unsafe for use.

Although minor repairs to protective coats and pants and most repairs of helmets, gloves and footwear can be made by designated personnel of this fire department who have been trained to provide basic repairs, field repairs might not be as strong or permanent as professional repairs. The Safety Officer or Other determines when repairs of any complexity, including those defined as basic repairs by NFPA 1851, 2014 Edition, exceed the repair proficiency of the fire department's trained personnel.

All repairs must be done in a manner and using like materials and components that are compliant to NFPA 1971.

Basic repairs that may be accomplished by designated trained personnel include:

- Limited protective coat and pants repairs, performed in the same manner and with like construction of the manufacturer
 - Patching of minor tears, char marks, ember burns and abraded areas in outer shells
 - Repairing skipped, broken or missing stitches to an outer shell; not to exceed 1" on seams that are part of the garment construction (A seams)
 - Replacement hardware, except positive closure systems on outer shells
 - Closing liner systems after complete liner inspection
- Helmet repair and component replacement, in accordance with manufacturer's instructions
- Glove repair, in accordance with manufacturer's instructions
- Footwear repairs, in accordance with manufacturer's instructions

2. Repairs for All Ensemble Elements

Members who suspect that a problem exists should inform the Officer in Charge. The Officer in Charge should fill out Document Name or Number and send to Safety Officer or Dept to request an advanced inspection.

Before any repair work is performed, elements that fall within the guidelines for determining whether personal protective equipment should be cleaned (reference Section 5.4) must be subjected to an advanced clean.

Basic repairs as defined by NFPA 1851, 2014 edition may be performed by designated personnel who have been trained to perform basic repairs. The Safety Officer or Other determines when

repairs of any complexity, including those defined as basic repairs, exceed the repair proficiency of the fire department's trained personnel.

Trained Person(s) Responsible for Maintenance will record on Document Name or Number or into the Name system:

- Date(s) and findings of advanced inspections
- Dates(s) and findings of advanced cleaning or decontamination
- Reason for advanced cleaning or decontamination
- Date(s) of basic repair(s) and description of repair(s)
- Date(s) of advanced and moisture barrier repair(s), contractor that performed repair(s) and description of repair

3. Repairs for Protective Coats and Pants

Advanced repairs of protective coats and pants, and repairs that exceed the proficiency of the fire department's trained personnel, must only be performed by the original element manufacturer or a Verified Independent Service Provider (ISP).

Fire Department Name has contracted with Contractor Name, a Verified ISP, for the provision of protective coat and pants advanced repair. When it is determined through advanced inspection that a protective coat and/or pants requires advanced repair, the damaged element will remain out of service until repairs have been performed. The Person Trained on Advanced Inspection or Contractor will notify the Safety Officer or Other that the damaged element will remain out of service.

OPTION A: (Please select Option A, B or C and delete the others)

The Safety Officer or Other will issue Document Name or Number to inform the member that the damaged element is out of service, and that the member must use his/her backup gear until the repaired element(s) is available for use

OPTION B: (Please select Option A, B or C and delete the others)

The Safety Officer or Other will issue Document Name or Number to the Quarter Master's Office to request that a set of temporary replacement gear be issued to the affected member until the repaired element(s) is available for use. The member who has been issued temporary replacement gear will be notified on Document Name or Number when the repaired element(s) is being returned, and replacement gear must be (choose from the following and delete other options):

- Made available for pickup
- Dropped off at Named Location
- Other

OPTION C: (Please select Option A, B or C and delete the others)

The Safety Officer or Other will obtain replacement gear from Contractor Name for issuance to the affected member until the repaired element(s) is available for use. The member who has been issued temporary replacement gear will be notified on Document Name or Number when the repaired element(s) is being returned and replacement gear must be (choose from the following and delete other options):

Person/Dept Contact for Contractor will record upon sending to Contractor Name on Document Name or Number or into the Name system:

- Date(s) sent and contractor used for services
- Reason for services

Contractor Name will be responsible for records pertaining to the services they provide. These include (choose from the following and delete other options):

- Date(s) and findings of advanced inspections
- Dates(s) and findings of advanced cleaning or decontamination
- Date(s) of repair(s) and description of repair(s)

Upon return of any repaired ensemble or ensemble element, members must perform a routine inspection (reference Section 4.2). If damage has not been repaired or the repair has not been done to an acceptable level, the Safety Officer or Other must be notified.

Section 7: Storage

1. General Information

Proper storage of personal protective equipment extends its life, maintains its performance and reduces potential health risks. Improper storage can result in damage to the ensemble or ensemble element and can compromise the member's safety. Certain conditions can result in deterioration of performance of the ensemble or element or create potential health hazards.

Ultraviolet (UV) light is a known cause of personal protective equipment degradation. Personal protective equipment must never be stored in direct sunlight. They should be stored to minimize exposure to all sources of UV light, including fluorescent light and other UV sources.

Storage of wet or moist personal protective equipment promotes the growth of mildew and bacteria, which can lead to skin irritation or more serious medical conditions and affect the strength of some materials.

Storage in extreme temperatures for prolonged periods of time will accelerate deterioration of ensemble and elements.

Soiled personal protective equipment can present a health risk to individuals who come into contact with it. Therefore, they should not be stored in personal living quarters and passenger compartments of vehicles. Furthermore, to prevent the spread of disease and cross contamination, soiled personal protective equipment should be segregated from other items of equipment and laundry.

Storage or transporting in compartments or trunks with sharp objects, tools or other equipment could damage ensembles and ensemble elements.

Storage in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors or other contaminants can cause material degradation, transfer toxins to individuals and reduce FR properties of personal protective equipment.

2. Storage – On Duty

While members are on duty, personal protective equipment that is not being worn must not be placed in direct or indirect sunlight.

Each fire station has a designated area for staging personal protective equipment for use. This area meets the conditions for proper storage. Therefore, it must be utilized by on duty members when personal protective equipment is not being worn.

If personal protective equipment must be transported in a trunk or vehicle with other equipment, it must be placed in a gear bag to avoid damage.

3. Storage – Off Duty

While members are off duty, personal protective equipment must not be stored in direct or indirect sunlight, the trunks or other compartments of personal vehicles or taken to a personal residence.

Before going off duty, members should perform a routine cleaning (reference Section 5.2) if personal protective equipment has become soiled during on duty activity.

Each member has (choose one and delete other options):

- a) an assigned locker
- b) been issued a gear bag
- c) a designated area within the equipment room
- d) other (specify type of storage provided)

that meets the conditions for proper storage for storing personal protective equipment while off duty. Clean, dry ensembles and ensemble elements must be placed in the provided storage area before going off duty.

Section 8: Retirement

1. General Information

Fire Dept. Name has specific criteria for the permanent removal of personal protective equipment from operational use. Personal protective equipment that is removed from service because it is no longer suitable for primary personal protection will be destroyed or marked and allocated to non-live fire training, dependent on reason for retirement.

2. Criteria for Retirement

- Physical damage that cannot be repaired
- Physical damage that cannot be economically repaired (see page 33 Appendix A: Turnout Gear Repair Limit Calculator)
- Physical damage arising from exposure to excessive heat beyond the conditions which personal protective equipment were designed to withstand
- Contaminated to the extent that it cannot be safely decontaminated
- Contaminated to the extent that it cannot be economically decontaminated (see page 33 Appendix A: Turnout Gear Repair Limit Calculator)
- Significant change in department specification
- Does not meet past or current NFPA standards

Mandatory retirement due to age of personal protective equipment

- Ten years from date of manufacture, except for proximity shells which are five years from the date of manufacture

3. Retirement and Disposition

The decision to retire personal protective equipment is typically based on the evaluation result of advanced inspection. Advanced inspections will be conducted at a minimum of every 12 months or whenever routine inspections indicate that a problem exists. Advanced inspections may also be initiated after an incident where exposure to excessive heat, severe contamination or other extreme conditions could have compromised the personal protective equipment's protective performance.

OPTION A: (Please select Option A or B and delete the other)

Fire Dept. Name has designated personnel who have been trained to provide advanced inspection. They understand the limitations of each ensemble and ensemble element and recognize the signs of failure. When, in their judgment, personal protective equipment meets retirement criteria, the item(s) will be tagged with a Condemn Label and the Safety Officer or Dept. notified. The Safety Officer or Other has final approval on retirement and disposition of retired items.

Damaged or contaminated personal protective equipment must be cut up or unassembled and bagged for pickup by Solid Waste Company. Personal protective equipment that have been retired for reasons other than damage or contamination, and remain in serviceable condition, will be permanently marked “for training use only” and allocated for non-live fire training.

Trained Person(s) Responsible for Retirement Decisions will record on Document Name or Number or into the Name system:

- Date of retirement and disposal method or date of retirement and reallocation to training

OPTION B: (Please select Option A or B and delete the other)

Fire Dept. Name has contracted with Contractor Name for the provision of advanced cleaning and inspection or advanced inspection. Contractor Name makes retirement recommendations based on the department’s retirement criteria. When, in their judgment, personal protective equipment meets the established retirement criteria, Contractor Name will notify Contact Person, Safety Officer or Other. The Safety Officer or Other will evaluate the contractor’s recommendation and approve retirement when satisfied that criteria have been met.

Damaged or contaminated personal protective equipment will be tagged with a Condemn Label and sent back to the department for disposal. Personal protective equipment that has been retired for reasons other than damage or contamination, and remain in serviceable condition, will be tagged for training, permanently marked “for training use only” and sent back to the department to the attention of the Safety Officer or Other.

Contractor Name will be responsible for records pertaining to the services they provide. They include (choose from the following and delete other options):

- Date of retirement recommendation
- Date of fire department approval
- Date sent back to the department
- Date and method of disposal

Section 9: Special Incident Procedure

1. General Information

Fire Dept. Name has procedures for the handling and custody of personal protective equipment that was worn by members who were victims at incidents where serious injuries or fatalities to the members occurred. This procedure is limited to the actions related to elements of personal protective equipment only.

2. Custody of Personal Protective Equipment

Personal protective equipment used during the incident by the injured or deceased member will be immediately removed from service by Safety Officer or Other.

The Safety Officer or Other will tag removed personal protective equipment with Confiscated Labels and place into cardboard boxes that are reserved for this use. Do not place elements into plastic bags before storing. Boxes must be labeled with date of incident, description of incident, affected member's name and employee number and contents.

Confiscated personal protective equipment will be held in the Safety Office or Other Location. Access to confiscated personal protective equipment will be controlled with Document Name or Number, which requires signature of person gaining access and date accessed. Access requires approval of the Safety Officer or Other.

Confiscated personal protective equipment will be formally evaluated by the Safety Officer or Other. Dependent on the evaluation results or severity of the incident, the medical examiner, law enforcement, element manufacturers or other experts may be consulted.

Confiscated personal protective equipment will be retained not less than X for fire department evaluation. Personal protective equipment requiring further evaluation will be retained up to X.

Reference:

- NFPA 1851 Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.
- NFPA 1971 Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.
-

Related Guidelines:

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Administration



Effective Date: February 19, 2019

Last Revised: June 14 2020

Approved: Fire Chief Arjuna George

Purpose: To make our organization better.

Scope: All Fire Rescue Personnel

Policy: All Fire Rescue Personnel

Procedure: xxx

Reference:

- Situational Awareness

Related Guidelines:

Behaviour Principles

Culture Code Principles



Standards of Care

The SSIFR Way



Occupational Health and Safety Program

OHS



Respiratory Protection Program

Health and Safety

